

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
April 1, 2013
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PROCLAMATIONS AND RECOGNITIONS

--Recognition of Height Differential Lego Team

CITIZENS COMMENTS - *Individuals may address the City Council about any item not included on the regular agenda. Specific procedures that are used for Citizens Comments are available on notecards located in the rack near the entrance to the Council Chambers. Speakers are requested to come to the podium, state their name and address for the clerk's record, and limit their remarks to three minutes. Generally, the City Council will not take official action on items discussed at this time, but may typically refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.*

COUNCIL COMMENTS

CONSENT AGENDA - *These items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*

1. March 11, 2013 City Council Workshop Meeting Minutes
2. March 18, 2013 City Council Meeting Minutes
3. Receipt of Committee/Commission Minutes—
 - Human Rights Commission, January 23, 2013
 - Economic Development Commission, February 19, 2013
 - Human Rights Commission, March 13, 2013
 - Public Safety Committee, March 21, 2013
4. Verified Claims

5. Purchases
6. License Applications
7. Approval of Final 2012 Inter-fund Transfers and Loans
8. Approve Plans and Specifications—County Road D & Cottage Place Reconstruction, CP 13-01A and 13-01B
9. Approve Plans and Specifications—Red Fox Road Improvements, CP 12-04
10. Approve Street Lighting Standard for County Road D
11. Conditional Use Permit—Jeff and Margaret Vest, 5385 Carlson Road
12. Minor Subdivision—Josh and Joanna Wing, 169 Bridge Street

PUBLIC HEARING

GENERAL BUSINESS

13. Award of Bid—Bucher Park Renovation Project
14. Resolution Supporting Legislation Authorizing Establishment of Municipal Street Improvement Districts
15. Resolution Supporting Legislation Protecting Water Supplies and Lakes in Northeast Twin Cities
16. Resolution Supporting a Metropolitan Area Dedicated Transit Sales Tax

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

*** Denotes items that require four votes of the City Council.**

**SHOREVIEW CITY COUNCIL WORKSHOP MEETING
MINUTES
March 11, 2013**

ATTENDEES:

City Council: Mayor Martin; Councilmembers Johnson, Quigley and Wickstrom

Councilmember Withhart was absent.

Staff: Terry Schwerm, City Manager
Jeanne Haapala, Finance Director
Fred Espe, Asst. Finance Director

Ramsey County Library System Paula Mielke, Library Board Chair
Blake Huffman, Ramsey County Commissioner
Susan Nemitz, Library Director
Eilenne Boder, Shoreview Library
Bill Michel, Maplewood Library Manager

Lakeshore Players Joan Elwell, Executive Director
Dean Elwell

CALL TO ORDER

Mayor Martin called the meeting to order at 7:00 p.m.

REVIEW OF SHOREVIEW LIBRARY EXPANSION PLANS

Presentation by Library Board Director Sue Nemitz

In Minnesota, under state statute, library boards are empowered as a separate entity from counties and cities. A seven-member library board manages day-to-day operations for the Ramsey County Library System. The Ramsey County Commissioners control the levy.

The Board represents the seven districts for suburban Ramsey County. The seven libraries serve 224,000 residents with a budget of approximately \$1.8 million each year. Primary sources of funding in addition to the levy are fines and fees.

In 2008, a master plan was done to consider ways the facilities could work together systematically. Shoreview, Maplewood and Roseville were identified to become regional libraries. The Plan considered turning over two floors of the Shoreview Library to library use

by moving administrative offices out. A second consideration would be to add to the public service space with an upper level addition. It has been determined that it would be most cost effective to keep the administration in the basement.

The Shoreview facility was built in 1999 and has HVAC and infrastructure issues. There are also issues with a small drop-off dock, electrical acoustics and sight lines. Circulation of materials has increased 208% since 1999. Since the building was built, public computers have been added to library service. The children and teenage sections are small but very popular. Approximately 40% of total circulation is for children, and that section has less than 15% of the space. The teenage section needs to be separated from the children's section. Use of computers is best managed in a large open space. Cords are everywhere. There are only a few small group study spaces. Work flow in the building is not efficient. The book drop is in the back and does not meet fire code. Book processing requires handling the books twice--picking them up from a concrete floor and then processing.

The feasibility study included a community survey that was taken last winter. Issues identified are changing demographics with an aging population, the need for children's and teen programs, family programming, technology learning and putting in a restaurant/coffee shop. The recommendations call for authorization of \$9.9 million to renovate and expand the library. The current 28,000 square feet would be remodeled, and about 10,000 square feet would be a new addition. Construction would begin August, 2015.

The entryway would be extended further in front to include a book drop, which would reduce parking. That is not a problem with one-hour parking. The space used for a book drop now would allow purchase of a book sorting machine. More space would be made available in the basement for technical systems. Consideration is also being given to purchasing the residential property to the south that would allow construction of a new building with a multi-use partner.

A request has been made to the County Board of Commissioners for \$9.9 million for the Shoreview Library. A separate request has been made to Ramsey County to purchase the houses south of the library site. There is no interest in using condemnation proceedings, but acquiring these properties is the growth opportunity for the library in the future. The goal is to improve the library's visibility from Highway 96.

Commissioner Huffman encouraged the Library Board to anticipate what could happen if the two properties were purchased. A new library could be built. The existing library would not be torn down, but the large size would achieve efficiency and visibility. How the County spends \$10 million must be considered thoughtfully. That amount of money could build a new building to the south that would have improved visibility from Highway 96.

Ms. Mielke noted that the current plan is not contingent upon purchase of the land. However, for that amount of money and the visibility that could be achieved from Highway 96, it is worth looking into the land purchase.

Mayor Martin noted that the City donated the land for the existing site of the library. The Master Plan for the Commons area calls for acquiring the two properties to the south for a possible civic performing arts center. She would be interested in looking at such a possibility.

Councilmember Quigley stated that purchase of the properties to the south would allow for the expansion of various forms of educational opportunities.

Ms. Nemitz discussed various partnerships that could develop with the purchase of the land to the south, such as with the City, expanded County services, performing arts, school district. It is expected that the County Board will consider funding sometime this summer with final approval by the end of the year. New construction is planned for August 2015. Whether remodeling or constructing a new building, it is anticipated that the library would be closed 14 months and reopen in September, 2016. It is too expensive to consider a temporary location.

Commissioner Huffman stated that purchase of the property to the south is not urgent, but the County Board is looking to gain the most for this amount of money.

Lakeshore Players Presentation by Joan Elwell

The Lakeshore Players are not committed to staying in White Bear Lake. The group is a community theater in need of space. Lakeshore Players has been in its current location since the 1970s, and the building has repair issues. The biggest problem is accessibility. It is not ADA accessible, and there are a lot of stairs. Parking is limited.

The group has done considerable outreach with children's programs and taking shows to the Landmark Center in St. Paul. The season consists of seven productions--three plays, two musicals and two children's shows. Acting classes are available for pre-schoolers through 12th grade. Arts education is a big part of the program. The current database has 9,000 households; half are in Ramsey County. More than 300 are from Shoreview, and 48% are seniors.

A feasibility study was done last summer for a new building. The design is for a 14,000 square foot facility with large lobby. Approximately 100 seats would be added, and there would be rehearsal space. The vision is to have two separate seasons--the main stage season, and simultaneously ongoing children's shows.

Councilmember Wickstrom stated that she could also see a performing arts center accommodating the band and Gallery 96 as well as other organizations. Whatever is built needs to fit into the Commons Master Plan.

Mayor Martin stated that if there is interest in a performing arts center, a vision is needed as to how that would work with the library.

Ms. Elwell stated that Lakeshore Players anticipates the cost of a new building at \$4 to \$4.5 million. A site and building plan is needed before money can be raised. The feasibility study indicates a lot of interest. She anticipates achieving funding for a new facility to be a 3- to 5-year process. The annual budget of Lakeshore Players is \$365,000 from grants and individual donations.

Ms. Nemitz stated that a partnership with the Lakeshore Players has not been discussed by the Library Board. A multi-use building has been discussed. The City would have to take the lead on a building for multi-generational uses.

Mayor Martin stated that the proposal has two parts. One is to embrace the concept of expansion and Shoreview being considered a regional library. The second would be purchase of the land and the potential for a new partner.

Councilmember Johnson stated that a new civic building would serve all ages. She is encouraged by the discussion and the necessity that the library has to expand. She would be in full support.

Commissioner Huffman stated that the County would purchase the first house. Mr. Schwerm noted that there have been discussions with the owner of the first property, but the owner of the second property has not been approached.

REVIEW OF CITY COUNCIL GOAL SETTING REPORT

Mr. Schwerm reviewed the four key goals and action steps identified by the Council at its goal-setting session and asked if the Council had anything to add or change. The four key goals are:

Financial Stability - continuously work to maintain and further improve long-term financial stability for the City.

Community Facilities - update and expand public facilities, parks, and trails to enhance the City's quality of life.

Economic Development - improve the environment for business expansion, redevelopment and neighborhoods through outreach efforts and selected financial participation. The key is to build on business retention and expansion. The Council will review the Economic Development (EDA) Work Plan at the next workshop.

Develop Shoreview as a “community for all ages” that provides housing choices, public amenities, services and resources for all residents regardless of age.

Councilmember Wickstrom stated that an additional goal would be to organize an increase of opportunities for public transportation.

Mayor Martin agreed stating that transit for the region is very important. She referred Councilmembers to the Itasca Study Report, which shows how transit impacts employment.

Mr. Schwerm stated that the City is in the process of a website upgrade that will be used for social communication and media tools to tell Shoreview’s story--great school district, good parks and trails and other amenities. There is a proposal for an interactive website to show services available and how best to access them with a City link. The City can get 100 hours of time through CTV for video productions.

Staff will work on the action steps for the identified goals and begin with looking at the Community Center expansion costs and making sure they are in the capital improvement program (CIP). The overall goal is to be a premier community in the metro area where people want to raise families. As much as possible will be done to communicate the Council’s goals.

Councilmember Wickstrom stated that some goals are identified, but some come from needs. She would like to see needs that arise connected to the four goals from the Council’s goal-setting session.

Councilmember Johnson stated that everything must be transparent. Otherwise, the public is not following with the Council.

Mayor Martin stated that the four goals are the City’s core values, what is important, what decisions are based on.

It was the consensus of the Council for staff to communicate and review goals and accomplishments with the Council bi-annually.

DISCUSSION REGARDING FRANCHISE FEES

Consideration is being given to establishing franchise fees on electric and gas utilities. The City’s franchise fees for these two initiatives would allow the opportunity to do this, which would be a source of new revenue for the City. The City is eligible to receive up to 5% of gross utility revenues. A flat fee per household and commercial entity would be implemented. A notice of 90 days must be given to Xcel Energy before adoption of an ordinance. An estimated \$825,000 per year in new revenue would be available to the City with 2.5% of gross revenues.

Projects creep up in cost from what is listed in the CIP. The outdoor water play area is something that could be done with this revenue, an estimated cost of \$500,000. It is being planned for 2016. Other projects that could be funded with this new revenue source include the Commons Master Plan, Community Center addition, and park and trail improvements.

There are three options for implementing a franchise fee system:

1. Dedicate franchise fees to the Street Renewal Fund. The City's current street renewal levy is \$850,000; a 2.5% franchise fee would generate approximately this amount.
2. Dedicate franchise fees to the existing Capital Improvement Fund.
3. Dedicate franchise fees to a new Community Investment Fund to be used on new projects that provide community wide benefit.

Ms. Haapala stated that it is important to set the fee at the level of funding needed. It is not a fee that would be changed each year.

Mr. Schwerm stated that a Community Investment Fund would build a balance to better serve the City in the future instead of the revenue just being used for new projects. Fees at 2.5% would mean a \$3.75 difference in utility bills.

It was the consensus of the Council to begin the notice process and contact Xcel Energy. The Council will continue to talk about the various options for this revenue.

Councilmember Wickstrom stated that she has always resisted taking this action because it is not deductible from income taxes. However, she understands the need to diversify revenue sources and will support it.

Councilmember Quigley stated that overall, this will enable the City to do more and keep the levy low. He cautioned that the use of this income needs to be framed and presented carefully identifying exactly what it is to be used for.

Councilmember Johnson stated that at \$3.75 per household per month, the benefits are tangible rather than being just another fee. She asked the reason the Council has waited this long to take advantage of this source of revenue. Mr. Schwerm explained that the City refrained from implementing franchise fees because of the struggling economy. The Council has done only modest tax increases for street renewal and the General Fixed Asset Revolving Fund. As the economy recovers, the timing is better.

It was the consensus of the Council to consider a franchise fee at 2.5%.

OTHER ISSUES**Einhausen Visit**

Both the Sister City Association and Einhausen have asked if any Councilmembers are planning to participate in the visit to Einhausen this year. Councilmember Wickstrom stated that she plans to go for one week.

Regional Council

Mayor Martin stated that the Regional Council of Mayors is a network group. Members have been asked to take a position and send a letter of support for transit. If the Council is interested, a resolution can be passed and she will sign a letter on behalf of the Council.

It was the consensus of the Council to support such a letter and consider a resolution supporting a dedicated transit sales tax.

Deer

Councilmember Wickstrom reported a request that the City expand the program for removal of deer for an additional one or two weekends. There a lot of deer in Roseville Central Park. Sharpshooters are not used because of the cost.

Mr. Schwerm stated that staff will discuss a more aggressive approach to deer management with Roseville and with the new County park staff when that person comes on board. It was noted that a more aggressive approach might mean the program will not be necessary every year.

Snow Removal

Councilmember Johnson commended Public Works Director Mark Maloney and his staff for their response to all the snow that has had to be hauled.

The meeting adjourned at 10:05 p.m.

**CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
March 18, 2013**

CALL TO ORDER

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on March 18, 2013.

PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance.

ROLL CALL

The following members were present: Mayor Martin; Councilmembers Johnson, Quigley, Wickstrom and Withhart.

APPROVAL OF AGENDA

Mayor Martin requested a discussion of several bills being introduced at the legislature regarding lake levels during the *Special Order of Business* portion of the meeting.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to approve the March 18, 2013 agenda as amended.

VOTE: Ayes - 5 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

There were none.

CITIZEN COMMENTS

There were none.

COUNCIL COMMENTS

Councilmember Withhart:

The Shoreview/Einhausen Sister City Association is hosting their 11th Annual Dinner at Gasthaus on Saturday, April 13, 2013. There is detailed information on the Sister City website. The City website has a link to that website.

The next program of the Environmental Quality Committee (EQC) lecture series will be Wednesday, March 20, at 7:00 p.m. in the Council Chambers. The subject is *Trees: The Good, The Bad, and The Ugly*, to be presented by John Moriarty.

The Shoreview Northern Lights Variety Band will hold its Spring Concert, Saturday, April 20, 2013, at 7:00 p.m., Benson Great Hall, at Bethel University. Tickets are \$7.00 if purchased ahead and \$12 at the door.

CONSENT AGENDA

MOTION: by Councilmember Withhart, seconded by Councilmember Quigley to approve the Consent Agenda, for March 4, 2013, and all relevant resolutions for item Nos. 1 through 8:

1. March 4, 2013 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes:
 - Planning Commission, January 29, 2013
 - Planning Commission Workshop, February 26, 2013
 - Bikeways and Trailways Committee, March 7, 2013
3. Monthly Reports:
 - Administration
 - Community Development
 - Finance
 - Public Works
 - Park and Recreation
4. Verified Claims
5. Purchases
6. Acceptance of Gift from SESCO
7. Approval of 2013 *Slice of Shoreview* Coordinator Contract
8. Approval of Computer Room Air Conditioning Replacement

VOTE: Ayes - 5 Nays - 0

PUBLIC HEARINGS

There were none.

GENERAL BUSINESS

ESTABLISH PARKING RESTRICTIONS ON WEST SIDE OF CHURCHILL STREET

Presentation by Public Works Director Mark Maloney

This resolution would allow the posting of No Parking on the west side of Churchill Street off Highway 96. The road was built in 1978, and provides access to commercial, industrial and office land uses. Currently, there is an average of 2,200 vehicles daily. There has been a history

of on-street parking issues with one tenant in particular overflowing to street parking. With snow storage, cars can no longer pass each other on the road way. Parking on the west side of the street has caused interference with driveways and sight distance issues.

The parking restrictions proposed would be to prohibit parking on the west side where fire hydrants are located as well as the major driveways of the Shoreview Mall and US Bank. Also, most of the traffic moves north on this street. If parking were allowed on the west side, cars would be forced to find a place to turn around to park.

Staff has discussed parking issues with area businesses and is recommending the parking restriction.

Councilmember Quigley asked if it would be appropriate to have a gap in the parking on the east side near Highway 96 to ease sight lines at that corner. Mr. Maloney stated that will be included in the restrictions.

Councilmember Withhart asked if there is parking expansion capability by the area businesses, if needed. Mr. Maloney responded that the businesses have adequate parking as defined in City Code. The tenant needing more parking has grown and approached other businesses to see if a shared parking agreement would be possible, but those negotiations have been unsuccessful. The tenant is planning to relocate.

MOTION: by Councilmember Wickstrom, seconded by Johnson to adopt Resolution No. 13-29 prohibiting on-street parking along the west side of Churchill Street, North of Highway 96 to Tomlyn Avenue.

ROLL CALL: Ayes: Johnson, Quigley, Wickstrom, Withhart, Martin
Nays: None

SPECIAL ORDER OF BUSINESS

Lake Level Legislation

Mayor Martin reported that there are two bills in the house and two in the senate to address lake levels, specifically for White Bear Lake. The reason for the low lake level on Turtle Lake is different from White Bear Lake. She has discussed this with Mr. Tim Krinkie, President of Turtle Lake Homeowners Association, whether it would be advisable to include Turtle Lake in Shoreview in those bills. The state is being asked to fund additional studies on the lake level, specifically on municipal draw down.

Mr. Maloney explained that the topic of lake levels and interaction with ground water and municipal water activity is being discussed statewide given recent dry climate conditions. His understanding of the legislation is that it would address White Bear Lake specifically. USGS has done enough work to link the low level of White Bear Lake and other lakes in this area to a low level of ground water, according to data obtained by the USGS. The reason for low levels of ground water varies in different areas. The low level of White Bear Lake is being attributed to

municipal activity, pumping large amounts of ground water for drinking water. The USGS has indicated that there are different factors causing the low level on Turtle Lake. Both White Bear Lake and Turtle Lake have small watershed districts, which makes them prone to low levels when there is less rainfall or snow melt. If the mechanisms causing low lake levels are different, he is not sure what benefit it would be to include Turtle Lake in the proposed legislation. More information is better, but it is unclear how the legislation would benefit Turtle Lake.

Mr. Tim Krinkie stated that one bill addresses the USGS study that was done. White Bear Lake is Phase 1 of the study. Phase 2 of the study would include the northeast metro area and include surface water and ground water interaction. As written, the bill would not provide anymore specific information on Turtle Lake than is already available. He has requested that the funding be increased from approximately \$500,000 to \$600,000, in order to include additional procedures at Turtle Lake. Two of the four bills have language for a feasibility study for solutions to the low water levels of White Bear Lake. The four solutions being considered are: 1) conservation; 2) St. Paul Water Authority water to augment the lake; 3) one business that uses a lot of water from the lake could cool it and pump it back into the lake; and 4) getting more municipalities in the north metro to use St. Paul Water. The bills do not address water quality, but more information would be a benefit. Another source of water to be considered would be the water pumped from TCAAP.

Mayor Martin stated any matching requirements for state funding would impact the City. Also, any action the City would take toward a solution would be delayed if a state study and funding are involved. If the big issue is water quality, she believes it would be simpler for homeowners to seek funding specific to that rather than be a small player in the study focused on White Bear Lake. **Mr. Krinkie** responded that there are no matching funds in the bill at this time. He agreed that Turtle Lake would be a small part of the study. The board of the homeowners' association voted to support adjustments to the bills to include Turtle Lake.

Councilmember Quigley asked the position of the board of the Turtle Lake homeowners. Mr. Krinkie stated that the Board has voted to support adjustments to the bills to include Turtle Lake. The homeowners as a whole have not voted. City Manager Schwerm stated that while the lake homeowners are split on whether augmentation is a solution, he would anticipate that most homeowners would agree to further study and obtaining more information that is not at their expense.

Mayor Martin concurred indicating that more information would be supported by residents.

Councilmember Withhart expressed concern about recommending added use of the St. Paul Water Utility, which is water from the Mississippi River. Shoreview water is from wells that provide quality water. That is an issue. He is also concerned about any expansion of the role and power of the Metropolitan Council, which already regulates sewage water and transportation, to include source water. That would raise serious policy and financial concerns.

Councilmember Wickstrom stated that there will be a serious water issue within 15 to 20 years with some cities not having a drinking water supply. Drinking water is currently used for watering lawns and flushing, when pure drinking water is not needed for those purposes. It is

likely that in years to come houses will have to have plumbing replaced to access gray water. Her big concern is making sure there are adequate drinking water supplies. There are already cities in southwest Minnesota piping water from Iowa. She would like to see legislation that not only considers recreation but plans for drinking water in 20 years. **Mr. Krinkie** stated that the focus of the bills is on lake levels and the aquifers. Both water quantity and quality need to be considered together, so that any solution or infrastructure to address one issue does not negatively impact the other. It is his understanding that there is a hearing in the house the following day to consider amended language. The bills in the senate have been laid over to be included in later bills.

Councilmember Quigley stated that the macro issue has to be addressed. Local issues are harder to discern. Macro studies are needed before action is taken that may be inappropriate.

Councilmember Withhart agreed and stated that there is so much information that is unknown that studies must be done to have accurate information on what is happening with water whether it be lake levels, ground water, drinking water and other factors.

Mayor Martin suggested that Councilmembers review the bills between now and the next meeting on April 1, 2013. At that meeting, staff will bring a recommendation, and the Council can provide some direction.

ADJOURNMENT

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to adjourn the meeting at 7:55 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE __ DAY OF _____ 2013.

Terry C. Schwerm
City Manager

**HUMAN RIGHTS COMMISSION
MEETING MINUTES
January 23, 2013**

CALL TO ORDER

Commissioner Minton called the meeting to order at 6:20 p.m. with the following members present: Mark Frey, Richard Bokovoy, Elaine Carnahan, Nancy Hite, Julie Williams, Cory Springhorn, Mark Hodkinson and Kamilyn Choi. The following member was absent: Sam Abdullai (excused). Also present was Tessia Melvin, Assistant to the City Manager/Communications.

APPROVAL OF MINUTES

Commissioner Williams moved to accept the December 21, 2012 minutes, seconded by Commissioner Springhorn.

Vote: 8 AYES 0 NAYS

2013 Co-Chairs

Commissioner Springhorn moved to nominate Nancy Hite to Co-Chair with Bob Minton for 2013, seconded by Commissioner Williams.

Vote: 8 AYES 0 NAYS

ADJOURN

There being no further business, Commissioner Springhorn moved to adjourn their regular meeting and proceed on the poster judging at 7:15 p.m., seconded by Commissioner Frey.

Motion was adopted unanimously.

Commission continued to judge 400 posters in the Fourth Grade Poster Contest "One Community of Many Colors."

SHOREVIEW ECONOMIC DEVELOPMENT COMMISSION

Meeting Minutes

Tuesday, February 19, 2013

ROLL CALL

Chair Josh Wing called the meeting to order at 7:30 a.m. with the following members present: Sue Denkinger, Dave Kroona, Dave Lukowitz, Gene Marsh and Jonathan Weinhagen. Commissioners Jim Gardner, Ben Stephens and Jeff Washburn had excused absences.

Assistant City Manager/Community Development Director Tom Simonson and Assistant to City Manager Tessia Melvin were also in attendance.

ACCEPTANCE OF AGENDA

Commissioner Weinhagen, seconded by Commissioner Denkinger, moved to accept the agenda as presented.

Vote: 6 AYES 0 NAYS

APPROVAL OF MINUTES

Commissioner Marsh, seconded by Commissioner Weinhagen, moved to approve the minutes of November 20, 2012, as written.

Vote: 6 AYES 0 NAYS

ELECTION OF CHAIR AND VICE CHAIR FOR 2013

Simonson explained that each year at the first business meeting, the commission is required pursuant to their adopted by-laws to elect a chair and vice chair for the year. He said that Commissioner Wing has served as Chair and Commissioner Denkinger as Vice Chair this past year.

Commissioner Marsh, seconded by Commissioner Weinhagen, moved to nominate Commissioner Wing as Chair and Commissioner Denkinger as Vice-Chair for 2013.

Vote: 6 AYES 0 NAYS

INFORMATION EXCHANGE

Member Sharing of Information

Commissioner Denkinger commented on the new TCF Bank and how the new construction has not impacted traffic. Simonson reported on the ribbon-cutting ceremony to open the bank.

Review December Business Exchange

Simonson reported that several members of the City Council have commented that the December Business Exchange was the best event yet, as several new businesses were represented and some new attendees that were personally invited by letter from the Mayor.

Commissioner Denkinger added that she would like to see the EDC provide some social media marketing programs for small businesses. Commissioner Weinhausen added that the Saint Paul Chamber is partnering with Deluxe Corporation to provide marketing tools for businesses. The series: Out The Box Lunch Series is in partnership with Deluxe and will focus on social media and marketing. These events provide St. Paul Chamber members or non-members the opportunity to participate in professional development and education events focused on important social media topics. These events will be an hour and fifteen minutes and will provide tangible ideas for businesses of all sizes.

Commissioner Wing asked if the EDC would consider hosting a future Business Exchange at Green Mill. The Commission agreed to investigate this venue further. Commissioner Denkinger said that the Hilton does provide a very nice light and open area for the event.

Staff Information /Business News

Simonson noted that Commissioners Wing, Washburn and Denkinger were all reappointed by the Council to serve new terms on the EDC until 2016.

Simonson invited EDC members to the next Shoreview/Arden Hills Business Council on Wednesday, February 20th at Northwest Youth and Family Services. The guest speaker to this event will be Lake Johanna Fire Department Chief Tim Boehlke.

Simonson commented on the EDAM Business Retention Award the City recently received for the BRE program and recent business expansions. Commissioners Weinhausen, Marsh and Denkinger were able to attend the event in addition to the City Council and former Councilmember/current County Commissioner Blake Huffman.

Simonson reported that Mayor Martin testified at a Senate hearing at the Legislature on the need for I-694/Rice Street Improvements. Staff provided information on the larger employer businesses in the corridor and the importance of the transportation improvements are to their employees and business operations. In addition, many businesses provided letters to Senator Bev Scalze, the sponsor of the funding bill, in support of the project. The video of the Mayor's testimony can be viewed on the City's website.

Simonson reported that the City Council recently conducted their goal-setting. There was much discussion at the meeting about the continued importance of continuing the work plans of the EDC and EDA on business retention goals and fostering economic development. Staff will provide more details from this session once the Council releases a summary report of their goals. As a project, the Council

identified that the EDC look at the next layer of businesses to incorporate into the BRE plan and begin visiting those companies.

GENERAL BUSINESS

Simonson began the discussion of the review of EDC Mission, Role and Work Plan. Commissioner Wing added that he believes the EDA work plan duplicates some of the work of the EDC.

Commissioner Marsh added that the EDC is really the face of the business community for the City and the BRE visits are essential for all of the economic development currently occurring within the City.

While the EDC conducts the BREs, the EDA uses this information to help prioritize economic development efforts and serves as the funding mechanism for projects that gain City support.

The EDC members agreed to have Simonson put together a benchmark of EDC mission statements from other cities and goals for the next meeting to help begin the discussion of mission and goals. All Commissioners agreed to shorten the mission statement and create an updated work plan. It was also suggested that there could be some core values developed that go with the EDC mission statement.

Commissioner Wing asked the question of when the City is going to revisit the Town Center Project. Simonson reported that this was a discussion item during the EDA work plan development and Council goal setting. Staff has suggested the City make another attempt to talk with the Mall owner again to determine his interest in selling the property and finding a developer. The EDA has moved this project up on its priority list, but recognizing it is dependent on the interest of the property owner.

PROJECT AND DEVELOPMENT UPDATES

Simonson provided a brief update on development projects.

Lakeview Terrace Apartments. The Midland Plaza retail center is now torn down as the first phase of the redevelopment project. City staff and the developer are now focusing on executing all of the agreements and contracts in order for the contractor to begin construction of the new upscale apartment building. City engineering staff is working with the developer in coordinating public improvements association with the project. The developer would like to begin site work in March, which would then require the City to construct a temporary road connection to Victoria Street.

PaR Systems. The contractor of PaR Systems has completed all of the structural steel framing and outer shell for the new 36,000 square foot facility. They are very aggressive with their construction schedule with a goal of moving equipment and employees to the new building at the end of March.

TSI Incorporated. TSI has set a target date of completion of their 58,000 square feet addition to their existing facility of May 2013. Interior improvements are now underway.

Trader Joe's. The City is ready to issue the building permit. The only issue that staff is working on now is the joint commercial sign on the TCF bank property, which Target has expressed interest in also being included. It is the goal of the developer to soon begin construction and turn over the building shell to Trader Joe's by June and they would take about 90 days to complete the interior.

ADJOURNMENT

Commissioner Marsh, seconded by Commissioner Weinhagen, moved to adjourn the meeting at 8:38 a.m.

Vote: 6 AYES 0 NAYS

**HUMAN RIGHTS COMMISSION
MEETING MINUTES
March 13, 2013**

CALL TO ORDER

Commissioner Hite called the meeting to order at 7:01 p.m. with the following members present: Mark Frey, Richard Bokovoy, Bob Minton, Kamilyn Choi, Samuel Abdullai, Julie Williams and Cory Springhorn. Commissioner Hodgkinson arrived late. The following member was absent: Elaine Carnahan (excused). Also present was Tessia Melvin, Assistant to the City Manager/Communications.

APPROVAL OF MINUTES

Commissioner Minton moved to accept the January 23, 2013, minutes, seconded Bokovoy by Commissioner. Note that there was no meeting in February due to lack of quorum.

Vote: 8 AYES 0 NAYS

POSTER CONTEST REVIEW

Melvin reported on the contest and its success. The Commission received 400 posters. Melvin thanked Commissioners who were able to participate in school visits and the City Council presentation. Commissioner Williams added that she was impressed at the knowledge of students on Martin Luther King, Jr. Commissioner Springhorn also commented on the knowledge of the kids and the excitement they shared.

ESSAY CONTEST UPDATE

Melvin reported that the Commission received five entries from Chippewa Middle School and one entry from Calvary Christian School. The Commissioners read each essay and discussed their comments and voted on the winning essay and one honorable mention.

There was much discussion on the prizes. The consensus was to buy a Target gift card of \$75 for the winner and a \$25 gift card for the honorable mention.

Commissioner Williams moved to award Lucy Chen the winner and Alexis Larson honorable mention, seconded by Minton.

Vote: 9 AYES 0 NAYS

COMMUNITY DIALOGUE UPDATE

Melvin presented the Commission a draft letter to be sent to potential partners in the dialogue. Commissioners added some minor changes. In addition Melvin presented a potential mailing list for the invitations, which included City committees/commissions, and participants in the Ecumen event "Community for All Ages."

Melvin also provided an update on the work of Ecumen on creating a "Community for All Ages." The Commission agreed to have the planning meeting for the dialogue on Tuesday, April 2. Melvin agreed to send out invitations this week and will send copies to Commissioners if they chose to follow up or invite others.

CARING YOUTH AWARD

There was much discussion from commissioners on the nomination form, but it was decided to keep it available to those who live in or volunteer in Shoreview. Melvin will send out information in March and advertise in the following locations:

- Newspapers
- ShoreViews newsletter
- City website
- Schools
- Outdoor sign
- Facebook
- Electronic newsletters
- Building displays

It is the goal to receive essays by May and judge at the May meeting. The winner and family will be invited to the Volunteer Appreciation event in October/November.

OTHER BUSINESS

Melvin provided a brief update on community events and city news.

ADJOURN

There being no further business, Commissioner Frey moved to adjourn their regular meeting at 8:30 p.m., seconded by Commissioner Williams.

Motion was adopted unanimously.

PUBLIC SAFETY COMMITTEE

March 21, 2013

CALL TO ORDER: The Public Safety meeting came to order at 7:00 p.m.

ROLL CALL:

Those in attendance were: Henry Halvorson, Mary Ann Johnson, Jorgen Nelsen, Marc Pelletier, Gil Schroepfer, Jeff Tarnowski, Mendee Tarnowski, Walter Johnson, Terry Schwerm, and Jon Kamrud (Allina) and Mike Ryan (Lake Johanna Fire Department).

APPROVAL OF MINUTES: Minutes of the January 17, 2013 meeting were approved.

CITIZENS' COMMENTS: None

ALLINA TRANSPORT:

- Jon Kamrud reported that first quarter reports are being wrapped up and will be handed out at our next meeting. Area wide, calls are on the increase, but there are no unusual changes.
- New equipment discussed at our last meeting is now being used.
- They are continuing to look for a base for an ambulance near I-694 and Lexington. He also noted that the upcoming construction at Hwy. 96 and 10 as well as continuing work on I-694 will affect what they are looking for. They may need to post a rig in a lot somewhere near Target for a while.

FIRE DEPARTMENT:

- Mike Ryan reported that the FEMA grant request for new breathing apparatus may be on track since FEMA asked for Lake Johanna's bank deposit information. The grant is for about \$400,000 with the requirement that the cities match 10% of the cost.
- Remodeling is now underway in Stations 2 and 4
-
- The Station 2 grass fire pickup truck is being remodeled with a different bed with more cabinets for medical storage. It should be done by July and will still have a pump. If this works well a second truck will also be reconfigured.
- There are some paramedics on the fire department, and the department medical response capability has been upgraded some. They can now carry epinephrine pens, IV kits and some other things.
- Ryan also commented on problems from the upcoming road construction, and Schwerm noted additional construction including concrete repair on highway 96, rebuilding of County Road D from Lexington to Victoria, upgrading Red Fox Road at Lexington and the County Road E – Victoria project.
- Sunday duty crew daytime shifts will begin the first week in April.

SHERIFF'S REPORT:

- Schwerm reported that 3 squad cars had been involved in accidents recently with one being "totaled".
- They have gone to 10 hour shifts for deputies after finding that it worked well with sergeants who have been doing it for a while. One result is that there are more deputies on duty for most of the day and evening times and fewer on in the quieter late night - early morning hours.
- Animal Control Officer Mike Nelson resigned from the position and now has a new role in the Sheriff's Department. Another man who was originally in the running for the position has been chosen and is undergoing training.

SPECIAL ITEM – COMMITTEE MISSION:

The committee began a discussion or brain storming session with regard to the mission of the committee. A few ideas were put forth including:

- We could be more of a watch dog, say to have an input on staffing levels and other things.
- Policy issues are hard to bring to the committee since these are handled at the management level and that includes the Fire Board and Contract Cities joint meetings with the Sheriff.
- Some Planning Commission considerations should be brought to the Public Safety Committee for review. We may be able to do this depending on timelines for approval, or we may need to have special meetings for these items.
- Schwerm will come up with a questionnaire that will be sent to the committee members for consideration well before the next meeting.

LIAISON REPORT: None**ADJOURNMENT:** The meeting adjourned at 8:10 p.m.

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the following payment of bills as presented by the finance department.

Date	Description	Amount
03/18/13	Accounts payable	\$72,420.04
03/21/13	Accounts payable	\$162,742.37
03/25/13	Accounts payable	\$50,560.90
03/28/13	Accounts payable	\$26,703.11
04/01/13	Accounts payable	\$166,158.55
Sub-total Accounts Payable		\$ 478,584.97
03/22/13	Payroll 125147 to 125196 961170 to 961351	\$155,903.28
Sub-total Payroll		\$155,903.28
TOTAL		\$ 634,488.25

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Withhart		
Martin		

04/01/13

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ANCHOR PAPER COMPANY	COPY PAPER	101	40200	2010		001	\$751.71	\$751.71
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001	\$202.64	\$202.64
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001	\$271.20	\$271.20
DYNAMEX DELIVERS NOW/ROADRUNNE	DELIVERY TO EAGAN POST OFFICE - 3-3-13	601	45050	3220		001	\$18.95	\$37.91
		602	45550	3220		001	\$18.96	
ENGBLOM, DEBRA	PARKING EXPENSE	101	40500	4500		004	\$6.00	\$6.00
FSH COMMUNICATIONS LLC	PAYPHONE TELEPHONE	101	40200	3210		001	\$64.13	
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 03-15-13	101	20431				\$745.00	\$1,375.83
		101	20432				\$630.83	
GRAINGER, INC.	COMMUNITY CENTER SUPPLIES	220	43800	2180		002	\$23.37	
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.46	\$15.46
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.46	\$15.46
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.46	\$15.46
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.35	\$16.35
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.37	\$16.37
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.51	\$15.51
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.51	\$15.51
GRANDMA'S BAKERY	RENTAL CONTINENTAL BREAKFAST	220	43800	2591		003	\$51.36	\$51.36
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$410.20	\$410.20
LAKE JOHANNA FIREFIGHTER'S REL	STATE OF MN FIRE RELIEF AID	100	19999				\$2,000.00	\$2,000.00
LILLIE SUBURBAN NEWSPAPERS INC	CORPORATE EVENT AD-TASTE OF SLICE INSERT	220	43800	2201		005	\$246.60	\$246.60
MARSHALL, BRENT	TUITION REIMBURSEMENT	101	44100	4500			\$495.24	\$495.24
MATHESON TRI-GAS INC	CO2 FOR WHIRLPOOL, OXYGEN	220	43800	2200		001	\$81.13	\$170.37
		220	43800	2160		002	\$89.24	
MELVIN, TESSIA	HUMAN RIGHT ESSAY PRIZES							\$100.00
		101	40100	4890		002	\$100.00	
MENARDS CASHWAY LUMBER **FRIDL	ELECTRICAL SUPPLIES FOR COMP. ROOM.	701	46500	2183		001	\$38.50	\$38.50
METRO LEASING COMPANY	PUSH PEDAL PULL CARDIO LEASE - MAR 2013	220	43800	3960			\$1,445.35	\$1,445.35
MINNESOTA DEPARTMENT OF HEALTH	STATE CONNECTION FEE - 1/1/13 TO 3/31/13	801	21820				\$13,508.00	\$13,508.00
MINNESOTA DEPARTMENT OF REVENUE	SALES USE TAX: FEBRUARY 2013	220	21810				\$12,393.00	\$13,649.00
		701	46500	2120		003	\$164.00	
		601	21810				\$503.00	
		101	40550	2010		001	\$50.46	
		101	40550	2180		001	\$46.39	
		101	43400	2010			\$1.79	
		220	43800	2010		001	\$16.24	
		220	43800	2240	001		\$2.58	
		220	43800	3960			\$148.16	
		225	43520	2170		002	\$4.11	
		225	43530	2170		001	\$43.62	
		225	43555	2170			\$9.58	
		225	43580	2170		001	\$48.31	
		405	43710	3810			-\$68.75	
		422	40550	5800			\$184.42	
		701	46500	2183		001	\$148.16	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		701	46500	2220		002	\$8.93	
		101	40100	4890		002	-\$.17	
		101	40200	3210		003	-\$3.57	
		101	40200	3930		002	-\$5.50	
		101	40550	2010		001	-\$.16	
		101	40550	3860		004	-\$.14	
		101	40550	4350		002	-\$.23	
		101	42200	2180		001	-\$.55	
		101	43710	2180			-\$.68	
		220	43800	2160		002	-\$.45	
		220	43800	2240		001	-\$4.30	
		220	43800	2400			-\$2.52	
		220	43800	3190		001	-\$.55	
		220	43800	3810		003	-\$4.29	
		225	43510	2170		005	-\$.62	
		225	43510	2170		010	-\$1.13	
		225	43510	2170		016	-\$.20	
		225	43530	2170		002	-\$.51	
		225	43555	2170			-\$.94	
		225	43560	2170			-\$.30	
		225	43580	2170		001	-\$.35	
		225	43590	2174		002	-\$.30	
		225	43590	3173		001	-\$9.88	
		240	44400	2180		001	-\$.34	
		422	40550	5800			-\$4.86	
		601	45050	2280		001	-\$.26	
		601	45050	2280		002	-\$1.35	
		601	45050	2280		003	-\$1.38	
		601	45050	2280		005	-\$.96	
		602	45550	2282		001	-\$1.25	
		701	46500	2180		001	-\$2.10	
		701	46500	2183			-\$.75	
		701	46500	2183		001	-\$.06	
		701	46500	2220			-\$.17	
		701	46500	2220		001	-\$3.53	
		701	46500	2220		002	-\$.05	
		701	46500	2400		001	-\$.60	
MN AWWA	WATER SCHOOL - JOSLIN & SCHREIER	601	45050	4500			\$350.00	
NEOFUNDS BY NEOPOST	POSTAGE MACHINE SUPPLIES/INK	101	40200	3220			\$168.86	\$168.86
POSTMASTER	DEPOSIT IN PERMIT IMPRINT 5606-SHOREVIEW	602	45550	3220		001	\$450.00	\$900.00
		601	45050	3220		001	\$450.00	
POWERLINK	REFUND CLOSING OVRPYMT-5746 SCHUTTA RD	601	36190			003	\$395.75	
PRESS PUBLICATIONS	WEDDING SHOWCASE SMALL MONTHLY AD	220	43800	2201		004	\$30.00	
RAMSEY CO. PUBLIC HEALTH	WHIRLPOOL LICENSE FOR 2013	220	43800	3190		007	\$291.00	\$291.00
RAMSEY CO. PUBLIC HEALTH	MAIN POOL LICENSES 2013	220	43800	3190		007	\$579.00	\$579.00
RICOH AMERICAS CORPORATION	LEASE CITY HALL COPIERS	101	40200	3930		002	\$2,030.22	\$2,030.22
ROSEVILLE, CITY OF	TAX AND LICENSE FOR NEW 312	701	46500	5400			\$1,679.89	\$1,679.89
SAM'S CLUB DIRECT	CC SUPPLIES FOR RESALE	220	43800	2590		001	\$582.84	\$858.56
		220	43800	2590		002	\$26.70	
		220	43800	2591		001	\$59.04	
		220	43800	2591		003	\$140.22	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		220	43800	2591		002	\$49.76	
SUBURBAN RATE AUTHORITY	2013 MEMBERSHIP FEE ASSESSMENT	101	42050	4330			\$2,400.00	\$2,400.00
TDS METROCOM	TELEPHONE SERVICES	101	40200	3210		003	\$1,150.58	
		101	43710	3210			\$245.88	
		601	45050	3210			\$34.25	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,788.64	
WATSON COMPANY	BREAK ROOM SUPPLIES	101	40800	2180			\$111.87	\$111.87
WATSON COMPANY	CONTINENTAL BREAKFAST FOR RESALE	220	43800	2591		003	\$215.86	\$215.86
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,587.42	\$1,587.42
WEDDINGWIRE INC	WEDDING AND EVENT WEBSITES	220	43800	2201		004	\$2,451.00	\$2,451.00
XCEL ENERGY	STREET LIGHTS-ELECTRIC	604	42600	3610			\$15,143.34	\$15,143.34
XCEL ENERGY	SIRENS - ELECTRIC	101	41500	3610			\$64.80	\$64.80
XCEL ENERGY	MAINTENANCE CENTER-ELECTRIC/GAS	701	46500	3610			\$2,277.33	\$4,673.28
		701	46500	2140			\$2,395.95	
XCEL ENERGY	SURFACE WATER - ELECTRIC	603	45900	3610			\$52.12	
XCEL ENERGY	SURFACE WATER - ELECTRIC	603	45900	3610			\$49.90	\$49.90
XCEL ENERGY	SIGNAL SHARED W/NORTH OAKS-ELECTRIC	101	42200	3610			\$40.99	\$40.99
XCEL ENERGY	TRAFFIC SIGNALS - ELECTRIC	101	42200	3610			\$38.08	\$38.08
Total of all invoices:							\$72,420.04	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ACADMY MV, CREATIVE KIDS	FACILITY REFUND	220	22040				\$45.30	\$45.30
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$1,442.63	\$1,442.63
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$496.09	\$496.09
BARTHE & WAHRMAN	VERIFICATION AGENT 2013B REFUNDING	320	48100	6200			\$2,000.00	\$2,000.00
CHRIST, FOLLOWERS OF	FACILITY REFUND	220	22040				\$100.00	\$100.00
CHUNG, CHOM SUN	PASS REFUND	220	22040				\$45.00	\$45.00
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 03-22-13	101	21720				\$9,183.31	\$9,183.31
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS:03-22-13	101	20420				\$114.50	\$114.50
CORE, KIDS	FACILITY REFUND	220	22040				\$50.65	\$50.65
CUB FOODS	FAREWELL SUPPLIES: BAKER	101	40200	4890			\$17.99	\$17.99
DAN MCMAHON PHOTOGRAPHY	PHOTOGRAPHY FOR COUNCIL	101	40100	4890			\$192.83	\$192.83
DIXON, KATHY	AQUATICS - PRESCHOOL	220	22040				\$66.00	\$66.00
FIRST STUDENT, INC	TRIP TO OLD LOG - SHORELINERS	225	43590	3174		004	\$277.50	\$277.50
GAUSTAD, CAROLYN	AQUA SPLASH WATER EX	220	22040				\$54.00	\$54.00
GENESIS EMPLOYEE BENEFITS, INC	VEBA CONTRIBUTIONS:03-22-13	101	20418				\$5,715.00	\$5,715.00
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 03-22-13	101	20431				\$2,697.61	\$2,802.02
		101	20432				\$104.41	
GENEVA, DONALD	PASS REFUND	220	22040				\$60.00	\$60.00
GILKESON, JANET	DEFENSIVE DRIVE 4 HR	220	22040				\$11.00	\$11.00
GOVERNMENT FINANCE OFFICERS AS	GFOA ANNUAL DUES/HAAPALA	101	40500	4330		004	\$225.00	
GOVERNMENT FINANCE OFFICERS AS	GAAFR REVIEW NEWSLETTER	101	40500	4330		003	\$50.00	\$50.00
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240		001	\$654.15	\$654.15
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240		001	\$134.88	\$134.88
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE:03-22-13	101	21750				\$5,445.00	\$5,445.00
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS: 03-22-13	101	20430				\$415.00	\$415.00
KELLY & LEMMONS, P.A.	FEB 2013 LEGAL FEES	101	40600	3020			\$2,507.00	\$7,863.02
		101	40600	3030			\$3,424.02	
		101	40600	3040			\$1,932.00	
LAUINGER, MARY	PASS REFUND	220	22040				\$60.00	\$60.00
LILLIE SUBURBAN NEWSPAPERS INC	WEB ADVERTISING-SLICE AD PROMO	270	40250	4890		005	\$10.00	
LO, CATALINA	FACILITY REFUND	220	22040				\$50.00	\$50.00
LOMANNO, SUSAN	PASS REFUND	220	22040				\$100.00	\$100.00
LUKEN, ROBERT	PASS REFUND	220	22040				\$30.00	\$30.00
MALLOY, MONTAGUE, KARNOWSKI,	PROGRESS BILLING 2012 AUDIT JANUARY	101	40500	3190		001	\$679.80	\$1,545.00
		601	45050	3010			\$432.60	
		602	45550	3010			\$432.60	
MALLOY, MONTAGUE, KARNOWSKI,	PROGRESS BILLING 2012 AUDIT FEBRUARY	101	40500	3190		001	\$2,822.60	
		601	45050	3010			\$1,796.20	
		602	45550	3010			\$1,796.20	\$6,415.00
MANLEY, CARLY	KNITTING	220	22040				\$55.00	\$55.00
MCDONNELL, MAE	PASS REFUND	220	22040				\$215.00	\$215.00
MENARDS CASHWAY LUMBER **FRIDL	FLOOR WELL 7	601	45050	2280		005	\$140.08	
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE: 03-22-13	101	20435				\$217.50	\$217.50
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: FEBRUARY 2013	701	46500	2120			\$644.96	\$644.96
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB: 03-22-13	101	20420				\$35.00	\$35.00
MINNESOTA SOCIETY OF CPA'S	MN SOCIETY CPA'S/ESPE MEMBERSHIP	101	40500	4330		005	\$255.00	\$255.00
NORTHSTAR INSPECTION SERVICE	INSPECTION SERVICES JAN 2013 TO MAR 2013	101	44300	3190			\$650.00	\$650.00
ORIENTAL TRADING COMPANY	EGG HUNT	225	43580	2172		001	\$90.57	\$90.57
PARSONS, BILLY	SOFTBALL (MON COREC)	220	22040				\$664.64	\$664.64
PERVEEN, GHAZALA	FACILITY REFUND	220	22040				\$300.00	\$300.00
PMA FINANCIAL NETWORK, INC	JANUARY 2013 BANK FEES	101	40500	4890		004	\$183.75	\$183.75

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS:03-22-13	101	21740				\$28,996.97	\$28,996.97
PUBLIC EMPLOYEES RETIREMENT AS	PERA DEFINED CONTRIBUTIONS: 03-22-13	101	21740				\$246.10	\$246.10
RICOH USA INC.	MAINTENANCE: COPIES MPC6501	101	40200	3850		002	\$3,855.43	\$3,855.43
ROZMARK, MARY	PASS REFUND	220	22040				\$30.00	\$30.00
SHORT ELLIOTT HENDRICKSON, INC	OWASSO - VICTORIA - E CONSTRUCTION	571	47000	5910			\$18,458.82	\$18,458.82
SKINNER, KERI	AQUATICS - LEVEL 5	220	22040				\$198.00	\$198.00
SPRINGSTED, INCORPORATED	2006A REBATE CALCULATION	377	48200	6205			\$76.80	\$500.00
		601	48300	6205			\$322.10	
		602	48300	6205			\$101.10	
SPRINGSTED, INCORPORATED	1995A REBATE CALCULATION	351	48200	6205			\$2,750.00	
TARGET COMMERCIAL INVOICE	SCHOOL'S OUT CAMP SUPPLIES	225	43580	2170		002	\$106.67	\$106.67
TARGET COMMERCIAL INVOICE	KIDS CARE SUPPLIES	225	43560	2170			\$212.17	\$212.17
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX:03-22-13	101	21710				\$22,111.10	\$56,756.10
		101	21730				\$28,064.96	
		101	21735				\$6,580.04	
U.S. BANK	TREADMILL LEASE/ONE SOURCE FIT/MARCH 13	220	43800	3960			\$1,065.99	\$1,065.99
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS:03-22-13	101	20420				\$121.00	\$121.00
VANCO SERVICES	FEB FITNESS INCENTIVE PROCESSING FEE	220	43800	3190		003	\$127.75	\$127.75
WARD, DOROTHY	PASS REFUND	220	22040				\$195.00	\$195.00
Total of all invoices:								\$162,742.37

COUNCIL REPORT

Vendor Name	Description	FF	GG	00	AA	CC	Line Amount	Invoice Amt
ALPHA VIDEO AND AUDIO INC	AUDIO MTNCE IN THE COUNCIL CHAMBERS	230	40900	3190			\$280.00	\$280.00
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$51.37	\$51.37
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			\$443.65	\$443.65
AWWA	AWWA MEMBERSHIP FOR 2013	601	45050	4330			\$1,065.00	\$1,065.00
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001	\$4.24	\$4.24
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001	\$12.15	\$12.15
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001	\$581.60	\$581.60
DUNN, PATRICK	MINNESOTA DRIVERS LICENSE RENEWAL (CDL)	101	42200	4500		002	\$19.00	\$19.00
ELDER-JONES	REFUND ON PERMIT 2012-01171	101	32500				\$149.70	\$157.25
		101	20802				\$2.55	
		101	34850				\$5.00	
FLEET FARM/GE CAPITAL RETAIL B	EXHAUST FLUID	701	46500	2120		004	\$89.92	
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240		001	\$208.02	\$208.02
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.46	\$15.46
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.49	\$15.49
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.37	\$16.37
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.37	\$16.37
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.47	\$15.47
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.47	\$15.47
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$15.46	\$15.46
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2591		003	\$57.36	\$57.36
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$22.99	\$22.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$649.50	\$649.50
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$37.10	\$37.10
MINNESOTA METRO NORTH TOURISM	FEB 2013 HOTEL/MOTEL TAX	101	22079				\$16,093.05	\$15,288.40
		101	38420				-\$804.65	
NCO INC	BIRTHDAY RIBBON	220	43800	2591		001	\$47.81	\$47.81
NCO INC	MERCHANDISE FOR RESALE CC	220	43800	2591		002	\$146.99	\$146.99
PERSONALYSIS CORPORATION	PERSONALYSIS REPORT - JESSICA SCHAUM	101	42050	4500			\$205.74	
PERSONALYSIS CORPORATION	PERSONALYSIS REPORT - CHERYL ANDERSON	101	40200	4500		005	\$205.74	\$205.74
PERSONALYSIS CORPORATION	PERSONALYSIS REPORT - STEVE NELSON	101	44300	4500			\$210.00	\$210.00
PERSONALYSIS CORPORATION	PERSONALYSIS REPORT - NICOLE HILL	101	44100	4500			\$205.74	\$205.74
PERSONALYSIS CORPORATION	PERSONALYSIS REPORT - ROBERT WARWICK	101	44100	4500			\$205.74	\$205.74
PERSONALYSIS CORPORATION	PERSONALYSIS REPORT - BRENT MARSHALL	101	44100	4500			\$211.48	\$211.48
RANDY'S ELECTRIC	REFUND ON OVERPAYMENT PERMIT	101	32580				\$96.00	\$96.00
ROSEVILLE, CITY OF	TAX AND LICENSE FOR NEW 403	701	46500	5400			\$1,274.53	\$1,274.53
SHAUGHNESSY, MIKE	JURY DUTY MILEAGE REIMB/SHAUGHNESSY	101	38890				\$22.68	\$22.68
SIMPLEXGRINNELL LP	FIRE ALARM TEST AND INSPECT	220	43800	3190		004	\$729.36	\$729.36
SPRINT	CELL PHONE BILL	601	45050	3190			\$300.00	\$992.72
		101	44300	3190			\$40.00	
		101	40200	3210		002	\$652.72	
TRI TECH DISPENSING	MAINT. OTHER EQUIPMENT	220	43800	3890			\$416.75	\$416.75
WATSON COMPANY	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001	\$325.33	\$429.37

Vendor Name	Description	FF	GG	00	AA	CC	Line Amount	Invoice Amt
		220	43800	2591		003	\$20.34	
		101	40800	2180			\$83.70	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,951.27	
XCEL ENERGY	COMMUNITY CENTER-ELECTRIC/GAS	220	43800	3610			\$13,105.92	\$23,226.66
		220	43800	2140			\$10,120.74	
XCEL ENERGY	LIFT STATIONS-ELECTRIC	603	45850	4890		003	\$49.81	
XCEL ENERGY	TRAFFIC SIGNAL-ELECTRIC	101	42200	3610			\$567.62	\$567.62
XCEL ENERGY	ELECTRIC-SLICE OF SHOREVIEW	270	40250	3610			\$11.62	
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/ARDEN HILLS-ELEC	101	42200	3610			\$36.71	\$36.71
XCEL ENERGY	WATER TOWERS-ELECTRIC	601	45050	3610			\$79.00	\$79.00
							Total of all invoices:	\$50,560.90

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AARP A/O WILLIAM GILLIES	DEF DRIVING 250201 3/21/13	225	43590	3174		003	\$346.00	\$346.00
ABURIA, ABEER	FACILITY REFUND	220	22040				\$300.00	\$300.00
ALLEN, DEANNE	MINUTES - CC 3/11/13, CC 3/18/13	101	40200	3190		001	\$400.00	
ASSURANT ADMINISTRATIVE OFFICE	LONG TERM DISABILITY: MARCH 2013	101	20412				\$1,769.03	\$1,769.03
CLARK, EMILY	FACILITY REFUND	220	22040				\$621.33	\$621.33
CORPORATE CONNECTION	SAFETY VESTS	601	45050	2280		001	\$440.88	\$440.88
DELTA DENTAL	DENTAL COVERAGE:APRIL 2013	101	20415				\$6,907.88	\$7,128.94
		101	20411				\$221.06	
ENGWER, JILL	AQUATICS - YOUTH BEG	220	22040				\$66.00	\$66.00
ETHEN, NICK	PASS REFUND	220	22040				\$40.00	\$40.00
EYTCHESON, LINDA	FACILITY REFUND	220	22040				\$300.00	\$300.00
FLANNIGAN, CAROL	DODGEBALL LEAGUE	220	22040				\$160.00	\$160.00
FLEET FARM/GE CAPITAL RETAIL B	POND SUPPLIES & BIBS FOR ERIC	603	45850	2180		002	\$60.40	
		101	42200	3970		001	\$25.00	\$160.39
		601	45050	3970		001	\$25.00	
		602	45550	3970		001	\$25.00	
		603	45850	3970		001	\$12.50	
		701	46500	3970		001	\$12.49	
HAWKINS, INC.	POOL CHEMICALS & TESTING REAGENTS	220	43800	2160		001	\$304.24	
HAWKINS, INC.	POOL CHEMICALS & TESTING REAGENTS	220	43800	2160		001	\$1,773.57	\$1,773.57
IDENTITY STORES, LLC	CHAMPIONSHIP SHIRTS (BROOMBALL)	225	43510	2170		003	\$213.85	\$213.85
IDENTITY STORES, LLC	CHAMPIONSHIP SHIRTS (BASKETBALL)	225	43510	2170		002	\$150.35	\$150.35
IHS GLOBAL INC.	ANNUAL SUPPORT SUBSCRIPTION:SAFETY MGMT	101	40500	2010		009	\$400.63	\$400.63
JOHNSON, JACQUELINE	FACILITY REFUND	220	22040				\$123.23	\$123.23
KLASSEN, JULIE	GRADE 9 -SKILLS CAMP	220	22040				\$15.00	\$15.00
KREMER, GINNY	GRADE 9 -SKILLS CAMP	220	22040				\$15.00	\$15.00
MACHO, BRIAN	FACILITY REFUND	220	22040				\$96.60	\$96.60
MALONEY, MARK J.	JAN-FEB 2013 EXPENSES	101	42050	3270			\$193.66	\$193.66
MASSMANN, ANN	FACILITY REFUND	220	22040				\$300.00	\$300.00
MATHESON TRI-GAS INC	CO2 FOR WHIRLPOOL	220	43800	2160		002	\$89.13	\$89.13
MENARDS CASHWAY LUMBER **FRIDL	PAINT BRUSHES	601	45050	2280		005	\$12.80	\$12.80
MISSION, UNION GOSPEL	FACILITY REFUND	220	22040				\$59.55	\$59.55
NOW SPORTS, INC	REVVING BIKE REPAIR PARTS	220	43800	2240		002	\$49.06	\$49.06
O'CONNOR, CHRISTINE	GRADE 9 -SKILLS CAMP	220	22040				\$15.00	\$15.00
OSTERGREN, JOAN	GRADE 9 -SKILLS CAMP	220	22040				\$15.00	\$15.00
SCHMITT, PETER	SOFTBALL (THU COREC)	220	22040				\$540.00	\$540.00
SHANNON, PATRICIA	SCHOOL'S OUT CAMP	220	22040				\$25.00	\$25.00
TARGET COMMERCIAL INVOICE	BINGO	225	43590	2174		002	\$136.16	\$136.16
TROOP #9031, BOY SCOUT	FACILITY REFUND	220	22040				\$100.00	\$100.00
VU, HANNAH	AQUATICS - LEVEL 1	220	22040				\$58.00	\$58.00
WAUGH, ANN	GRADE 9 -SKILLS CAMP	220	22040				\$15.00	\$15.00
WEIGEL, TONYA	AQUATICS - LEVEL 7	220	22040				\$142.00	\$142.00
XCEL ENERGY	WELLS-ELECTRIC/GAS	601	45050	3610			\$6,274.01	\$6,912.49
		601	45050	2140			\$638.48	
XCEL ENERGY	LIFT STATIONS-ELECTRIC	602	45550	3610			\$685.00	
XCEL ENERGY	ELECTRIC/GAS-PARKS	101	43710	3610			\$1,542.73	\$2,457.63
		101	43710	2140			\$914.90	
YOUNG, LESLEY	SENIOR PROGRAM SUPPLIES	225	43590	2174		002	\$72.59	\$72.59

Total of all invoices: \$26,703.11

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ABM EQUIPMENT & SUPPLY INC	REAR PUMP OFF HOUSING FOR VAC-CON	701	46500	2220		002		\$869.71	\$869.71
ABM EQUIPMENT & SUPPLY INC	BEARINGS FOR REAR PUMP OFF VAC-CON	701	46500	2220		002		\$243.58	\$243.58
ABM EQUIPMENT & SUPPLY INC	PLOW BLADE FOR MV2	701	46500	2220		002		\$139.90	\$139.90
AID ELECTRIC CORPORATION	CHLORINE DOORS	601	45050	3190		003		\$166.00	\$166.00
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTALS - MAINTENANCE CENTER	101	42200	3970				\$43.03	\$172.13
		601	45050	3970				\$43.03	
		602	45550	3970				\$43.03	
		603	45850	3970				\$21.52	
		701	46500	3970				\$21.52	
AMERI PRIDE LINEN & APPAREL SE	UNIFORM RENTALS - MAINTENANCE CENTER	101	42200	3970				\$42.61	\$170.43
		601	45050	3970				\$42.61	
		602	45550	3970				\$42.61	
		603	45850	3970				\$21.30	
		701	46500	3970				\$21.30	
ARAMARK REFRESHMENT SERVICES	COFFEE & SUPPLIES MAINTENANCE CENTER	701	46500	2183		003		\$108.14	
BDI	PARTS FOR TORO BLOWER	701	46500	2220		002		\$40.21	\$40.21
BEISSWENGERS HARDWARE	MOP HEADS FOR CLEANING	101	43710	2110				\$10.88	\$10.88
BEISSWENGERS HARDWARE	LARGE LOOP MOP	101	43710	2110				\$9.93	
BOYER TRUCK PARTS INC.	PARTS FOR UNIT 215	701	46500	2220		001		\$111.02	\$111.02
BOYER TRUCK PARTS INC.	ELECTRICAL REPAIR UNIT 204	701	46500	2220		001		\$229.13	\$1,527.13
		701	46500	3190		001		\$1,298.00	
BOYER TRUCK PARTS INC.	ELECTRICAL REPAIR UNIT 210 (TRANS)	701	46500	2220		001		\$416.62	
		701	46500	3190		001		\$1,345.20	\$1,761.82
C & E HARDWARE	PARTS FOR VAC-CON	701	46500	2220		002		\$7.27	\$7.27
C & E HARDWARE	SOAP	701	46500	2183		002		\$5.79	\$5.79
CDW GOVERNMENT, INC	DYMO LABELER FOR PARKS	101	40550	2180		001		\$181.94	\$181.94
CDW GOVERNMENT, INC	POWER STRIP FOR PARKS	101	40550	2010		001		\$21.93	\$21.93
COORDINATED BUSINESS SYSTEMS	MITA LASER MAINTENANCE	101	40550	3860		004		\$152.19	\$152.19
CRYSTEEL DIST. INC.	BOSS PLOW PARTS	701	46500	2220		002		\$23.94	
CRYSTEEL DIST. INC.	HEAD LIGHT FOR 606 PLOW	701	46500	2220		001		\$193.98	\$193.98
DULTMEIER SALES	PARTS FOR UNIT 203 PREWET TANK	701	46500	2220		002		\$224.43	\$224.43
ELIFEGUARD, INC	UNIFORMS, MASKS, BACKBOARD STRAPS	220	43800	2200		001		\$188.36	\$1,688.69
		220	43800	2200		002		\$1,500.33	
FLEETPRIDE INC	GREASE TUBING FOR SWEEPER	701	46500	2220		002		\$100.10	\$100.10
FLEETPRIDE INC	GREASE TUBE FOR SWEEPER	701	46500	2220		002		\$47.56	\$47.56
FLEETPRIDE INC	AXLE WEDGE FOR UNIT 210	701	46500	2220		001		\$1.19	\$1.19
FLEETPRIDE INC	UNIT 210 REAR END REBUILD & LABOR	701	46500	2220		001		\$1,371.41	\$1,796.41
		701	46500	3190		001		\$425.00	
GAME TIME/A PLAYCORE COMPANY	SITZER PLAY EQUIPMENT REPAIR PARTS	101	43710	2240				\$409.14	\$409.14
GRAINGER, INC.	BATTERIES, TOOLS	601	45050	2280		001		\$172.87	
H & L MESABI, INC.	CURB RUNNERS FOR PLOWS/LESS CREDIT	701	46500	2180		001		\$237.97	\$237.97
HEWLETT-PACKARD COMPANY	PC REPLACEMENTS-MONITORS	422	40550	5800				\$406.13	\$406.13
HEWLETT-PACKARD COMPANY	MONITOR SPEAKER BAR	101	40550	2010		001		\$17.10	\$17.10
HIGH POINT NETWORKS, LLC	EXTREME SWITCH UPGRADE & ADDITION	422	40550	5800				\$11,726.33	\$11,726.33
HOTSY EQUIPMENT CO	HOSE FOR HOTSY WASHER	701	46500	2220		002		\$106.82	\$106.82
I-STATE TRUCK CENTER	LIGHT FOR UNIT 209	701	46500	2220		001		\$11.28	\$11.28
INTERSTATE POWER SYSTEMS, INC	3RD GEAR HOLD FOR UNIT 207	701	46500	3190		001		\$253.06	\$253.06
LEXINGTON FLORAL	FUNERAL ARRANGEMENT - GARCIA	101	40200	4890		001		\$107.08	\$107.08
LILLIE SUBURBAN NEWSPAPERS INC	SPRING & SUMMER JOBS BULLET LIST	101	40210	3360		001		\$984.00	
LUBRICATION TECHNOLOGIES, INC	GEAR LUBE	701	46500	2130		001		\$270.37	\$270.37
METROPOLITAN AREA MANAGEMENT A	MAMA MEETING WITH LUNCH/SCHWERM	101	40200	4500				\$20.00	\$20.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
METROPOLITAN AREA MANAGEMENT A	MAMA MEETING WITH LUNCH/MELVIN	101	40200	4500			\$20.00	\$20.00
METROPOLITAN AREA MANAGEMENT A	MAMA LUNCH MEETING-SCHWERM	101	40200	4890		001	\$20.00	\$20.00
MIDWAY FORD	NEW UNIT 312	701	46500	5400			\$25,314.48	\$25,314.48
MIDWAY FORD	NEW UNIT 403	701	46500	5400			\$19,078.19	\$19,078.19
MIDWEST LOCK & SAFE INC	REPLACEMENT DOOR CLOSERS IN GYM	220	43800	3810		004	\$1,043.22	\$1,043.22
MIDWEST PLAYSCAPES, INC	VOLLEYBALL NET FOR PAVILION/COMMONS	101	43710	2240			\$339.86	\$339.86
MODERN FENCE & CONST. INC.	FENCE FOR HOCKEY NET REPAIRS	101	43710	2240			\$194.43	\$194.43
MOTION INDUSTRIES INC	CHAIN FOR TRACKLESS BLOWER	701	46500	2220		002	\$129.19	\$129.19
MPLS ST PAUL MAGAZINE	2 YEAR SUBSCRIPTION - SIMONSON	101	40200	4330		010	\$33.95	\$33.95
MUNICI-PALS ATTN CAROL AMMERMA	MUNICI-PALS SPRING WORKSHOP	101	40500	4500		007	\$153.00	\$360.00
		101	40200	4500		003	\$45.00	
		101	44100	4500			\$45.00	
		101	40210	4500		002	\$45.00	
		601	45050	4500			\$33.75	
		602	45550	4500			\$24.75	
		603	45850	4500			\$13.50	
NAPA AUTO PARTS	MARKER LIGHTS	701	46500	2180		001	\$6.38	\$6.38
NAPA AUTO PARTS	GASKET MATERIAL	701	46500	2180		001	\$20.34	\$20.34
O'DAY EQUIPMENT, LLC	AIM 2 FUEL SUPPLIES	701	46500	2180		001	\$45.84	\$45.84
OFFICE DEPOT	ELECTRIC HOLE PUNCH	220	43800	2010		001	\$62.87	\$62.87
OFFICE DEPOT	TONER CARTRIDGES 15X	101	40550	2010		002	\$88.96	\$88.96
OFFICE DEPOT	PARK/REC OFFICE SUPPLIES	101	43400	2010			\$111.21	\$111.21
OFFICE DEPOT	WATER FOR CONFERENCE ROOM	101	40200	2010		006	\$10.41	\$10.41
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002	\$12.45	\$12.45
PARTS ASSOCIATES, INC.	SHOP SUPPLIES	701	46500	2180		001	\$212.59	
RAMSEY COUNTY	911 SERVICES - MARCH 2013	101	41100	3198			\$8,154.60	\$8,154.60
RAMSEY COUNTY	FLEET SUPPORT FEE FOR MARCH	101	41500	3890			\$24.96	\$24.96
REINDERS, INC.	TURFACE QUICK DRY FOR INFIELDS	101	43710	2260			\$464.81	\$464.81
RUFFRIDGE JOHNSON EQUIPMENT IN	MAUDLIN ASPHALT PAVER	701	46500	5400			\$63,857.81	\$63,857.81
SAGE TECHNOLOGY GROUP LLC	NETWORK ANTIVIRUS SOFTWARE	101	40550	3860		006	\$1,685.95	\$1,685.95
SCHARBER & SONS	FUEL SENDER FOR JD5220 TRACTOR	701	46500	2220		002	\$58.35	\$58.35
SCHELEN-GRAY AUTO ELECTRIC	ALT FOR UNIT 609	701	46500	2220		001	\$149.61	\$149.61
ST. PAUL, CITY OF	RADIO REPAIRS AND EQUIPMENT	701	46500	2220		001	\$443.20	\$443.20
SUBURBAN RATE AUTHORITY	FIRST HALF 2013 MEMBERSHIP DUES	101	40100	4330		006	\$1,200.00	\$1,200.00
SYN-TECH SYSTEMS INC	PHONE SERVICE SUPORT FOR FUEL MASTER	701	46500	3190		002	\$50.00	\$50.00
TRANSPORTATION SUPPLIES INC	SMALL TOOLS	701	46500	2400		001	\$3.00	\$3.00
VAN PAPER COMPANY	TRASH BAGS FOR PARKS	101	43710	2110			\$80.54	\$80.54
W.D.LARSON COMPANIES LTD, INC.	FILTERS	701	46500	2180		001	\$53.65	\$53.65
WSB & ASSOCIATES, INC.	BUCHER PARK FEBRUARY	459	43710	5300			\$3,639.25	\$3,639.25
YALE MECHANICAL INC	COOLING FOR ELETRICAL/COMPUTER ROOM	220	43800	3810		003	\$6,500.00	\$6,500.00
YALE MECHANICAL INC	HEAT COIL FOR COUNCIL CHAMBERS	220	43800	3810		001	\$8,190.00	\$8,190.00

Total of all invoices: \$166,158.55

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Vendor number	10206 1
Vendor name	XCEL ENERGY
Address	PO BOX 9477 MINNEAPOLIS MN 55484-9477

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

Return to:

Voucher	Date	Comment line on check	Invoice number	Account coding	Amount
33,664	03-12-13	COMMUNITY CENTER-ELECTRIC/GAS	5148429483	220 43800 3610	13,105.92
				220 43800 2140	10,120.74
				VOUCHER TOTAL:	\$23,226.66
33,666	03-13-13	TRAFFIC SIGNAL-ELECTRIC	5162326923	101 42200 3610	\$567.62
33,670	03-13-13	WATER TOWERS-ELECTRIC	5168285301	601 45050 3610	\$79.00
33,665	03-12-13	LIFT STATIONS-ELECTRIC	5172997607	603 45850 4890 003	\$49.81
33,669	03-13-13	TRAFFIC SIGNAL SHARED W/ARDEN HILLS-ELEC	5155611264	101 42200 3610	\$36.71
33,668	03-13-13	ELECTRIC-SLICE OF SHOREVIEW	5168772674	270 40250 3610	\$11.62
				Total:	\$23,971.42

Is sales tax included on invoice?	Included
If no, amount subject to sales use tax	\$ <u>0.00</u>
Reviewed by: <u>Debbie Engblom</u> 3-21-13 (signature required) Debbie Engblom	
Approved by: <u>Terry Schwerm</u> (signature required) Terry Schwerm	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	33,493	Council Approved June 18, 2012
Vendor number	00415 1	2013
Vendor name	MIDWAY FORD	
Address	2777 NORTH SNELLING AVENUE ROSEVILLE, MN 55113	

Date	Comment line on check	Invoice number	Amount
03-14-13	NEW UNIT 312	93010	\$25,314.48

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

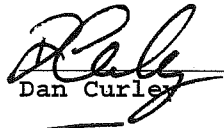

☒ Purchase was made through the state's cooperative purchasing venture.

☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☐ Cooperative purchasing venture consideration requirement does not apply.

Account Coding Amount

701 46500 5400	\$25,314.48

Is sales tax included on invoice?	Tax Due
If no, amount subject to sales use tax	\$
Reviewed by:  (signature required) Dan Curley	
Approved by:  (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	33,596	Council Approved January 7, 2013
Vendor number	00772 1	2013
Vendor name	RUFFRIDGE JOHNSON EQUIPMENT INC	
Address	3024 4TH STREET SE MINNEAPOLIS MN 55414	

Date	Comment line on check	Invoice number	Amount
03-11-13	MAUDLIN ASPHALT PAVER	M01813	\$63,857.81

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

[] Purchase was made through the state's cooperative purchasing venture.

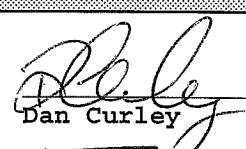
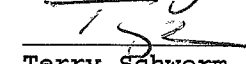
[X] Purchase was made through another source. The state's cooperative purchasing venture was considered.

[] Cooperative purchasing venture consideration requirement does not apply.

Account Coding

Amount

701 46500 5400	\$63,857.81

Is sales tax included on invoice?	MN 6.875%
If no, amount subject to sales use tax	\$
<p>Reviewed by:  (signature required) Dan Curley</p> <p>Approved by:  (signature required) Terry Schwerm</p>	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

LICENSE APPLICATIONS

Moved by Councilmember

Seconded by Councilmember

To approve the License Applications as listed on the attached report dated April 01, 2013.

ROLL CALL:	AYES	NAYS
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

April 01, 2013
Regular Council Meeting

CITY OF SHOREVIEW - LICENSE APPLICATIONS
April 01, 2013

<u>LICENSE #</u>	<u>BUSINESS NAME</u>	<u>TYPE</u>
2013-0055	Hayden's Ridge Tree Service LLC	Tree Trimmer

The above licenses are recommended for approval:



License/Permit Clerk

PROPOSED MOTION

Moved by Councilmember _____

Seconded by _____

To approve the inter-fund transfers and inter-fund loans outlined in the attached report for the year ended December 31, 2012.

ROLL CALL:	Ayes	Nays
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Jeanne A. Haapala
Finance Director
City Council Meeting
April 1, 2013

TO: Terry Schwerm, City Manager

FROM: Jeanne A. Haapala, Finance Director

DATE: March 26, 2013

RE: 2012 Year-end Summary, Inter-fund Transfers and Loans

Introduction

Each year, prior to issuance of the comprehensive annual financial report, the finance department requests final Council approval for transfers between funds, and for the inter-fund loans necessary to offset temporary deficit cash balances. Since transfers between funds, and inter-fund loans require Council approval, this summary precedes issuance of the financial report.

General Fund Operating Fund Results

The table at right provides a summary of 2012 General fund activity.

Overall, revenues exceeded the budget allowances by 3.6%, and expenditures were 1% below budget.

Primary variances for 2012 are discussed below and on the next page.

Revenue variances include:

- Property tax collections remain near 99%. After negative delinquent collections (due to property tax refunds resulting from valuation appeals), General Fund collections were \$92,091 below budget.
- License and permit revenue exceeded the budget by \$250,181 due to building, heating, electrical and plumbing permits, as well as and for rental licensing fees.

- Intergovernmental revenue exceeded the budget due to the MSA maintenance allocation.
- Charges for services exceeded the budget by \$95,462 due to plan check and engineering fees.
- Fines and forfeit revenue exceeded the budget by \$5,000 due to the net impact of higher court fines and the sale of unclaimed property, and lower false alarm revenue.
- Earnings on investments were \$2,253 lower due to low market rates.

General Fund	Amended Budget	Actual	Variance
Revenues:			
Property taxes	\$ 6,467,060	\$6,374,969	\$ (92,091)
Licenses and permits	292,750	542,931	250,181
Intergovernmental	183,002	187,149	4,147
Charges for services	1,164,450	1,259,912	95,462
Fines and forfeits	62,000	67,000	5,000
Earnings on investments	45,000	47,253	2,253
Other	35,160	52,529	17,369
Total Revenues	\$ 8,249,422	\$8,531,743	\$ 282,321
Expenditures:			
Operating			
General government	\$ 2,085,610	\$2,037,850	\$ (47,760)
Public safety	2,721,227	2,706,424	(14,803)
Public works	1,400,009	1,389,113	(10,896)
Parks and recreation	1,588,453	1,594,152	5,699
Community development	534,323	517,777	(16,546)
Total Expenditures	\$ 8,329,622	\$8,245,316	\$ (84,306)
Transfers in	481,000	481,000	-
Transfers out	(400,800)	(607,830)	(207,030)
Change in fund balance	\$ -	\$ 159,597	159,597
Beginning fund balance		<u>3,976,412</u>	
Ending fund balance		<u><u>\$4,136,009</u></u>	

Expenditure variances include:

- General government is \$47,760 below budget (2.3% below) due primarily to lower spending in human resources (publishing, training, supplies and other), and in information systems (contractual).
- Public safety is \$14,803 below budget (.5% below) due to final police costs falling below the budget.
- Public works is \$10,896 below budget (.8% below) due to costs below budget in all activities except forestry. Savings include lower supply, contractual and training costs.
- Parks and recreation exceeded the budget by \$5,699 (.4%) due to higher repair costs.
- Community development is \$16,546 below budget (3.1%) due to the net effect of higher contracted electrical inspection costs and lower staff costs due to a vacancy from a temporary leave.

Fund Balance Policy - The City's fund balance policy, as revised in 2009, sets a minimum and maximum fund balance for the City's General fund. Fund balances above the maximum are considered a one-time source (non-recurring), to be transferred out of the fund for non-recurring uses, or to reduce future debt levies.

- The minimum fund balance is designed accommodate cash flow needs, to accommodate the timing of property tax receipts (typically received in June and December). This allocation is equal to 50% of the 2013 General Fund property tax levy.
- An unanticipated event allocation (designed to create a cushion for unanticipated costs and/or revenue declines) is established up to a maximum of 10% of the 2013 General Fund expenditures.
- Special allocations are established on occasion to accommodate anticipated costs or to anticipate lost revenue in the near future. No special allocations are recommended for 2012.
- The maximum General fund balance is equal to the combined cash flow designation, unanticipated event allocation, and special designations. The General surplus at the end of 2012 is \$207,403 above the maximum fund balance, and therefore a transfer out in the same amount will require City Council approval before staff may issue the financial report.

	2010	2011	2012
Fund balance designations:			
Cash flow allocation	\$ 3,122,868	\$ 3,183,530	\$ 3,269,784
Unanticipated event allocation	798,267	792,882	866,225
Total General Fund Balance	\$ 3,921,135	\$ 3,976,412	\$ 4,136,009

Transfers and Inter-fund Loans Between Funds

All transfers between funds require Council approval, either through the budget document or separate action. Although planning for inter-fund transfers occurs as a routine part of the City's budget document, we do expect changes due to project delays, changes in funding sources, changes in project costs, or the timing of outside revenues. It is important to note that all transfers outlined in this report were anticipated and are consistent with the City's funding plans and the Five-year Operating Plan.

The inter-fund transfers shown on the attached summary are grouped into the following five categories. Transfers which exceed the budget authorization are described below and require Council approval.

1. Fund closings
2. Debt funding (no changes)
3. Capital funding
4. Operating transfers (no changes)
5. General Fund Balance Policy transfers

Fund Closings – The following transfers close funds in 2012.

- \$4,402.02 – Transfer the remaining balance in the 1995 GO Improvement Debt Fund to the Closed Debt Fund because the debt is paid in full.
- \$4,712.26 – Transfer the remaining balance in the 2001 GO Improvement Debt Fund to the Closed Debt Fund because the debt is paid in full.
- \$5,178.98 – Transfer from the MSA Fund to the 2011 Street Rehabilitation fund to cover final costs and close the project fund.
- \$80,260.10 – Transfer the remaining balance in the TIF#1/Deluxe Fund to the TIF #1/Non-Deluxe Fund because the TIF Note is paid in full.
- \$6,276.37 – Transfer the remaining balance in the Buffalo Lane Rehabilitation Fund to the Street Renewal Fund and close the project fund.

Capital Funding – The following transfers provide support for capital costs.

- \$16,988.63 – Transfer from the Cable TV Fund to the Capital Acquisition Fund for costs associated with computer system replacements.
- \$28,954.03 – Transfer from the MSA Fund to the County Road D Reconstruction Fund to cover preliminary project costs.
- \$4,642.10 – Transfer from the MSA Fund to the 2013 Street Rehabilitation Fund to cover preliminary costs.
- \$10,035.99 – Transfer from the Street Renewal Fund to the Cottage Place Fund to cover preliminary costs.
- \$115,517.27 – Transfer from the General Fixed Asset Fund to the Capital Acquisition Fund for costs associated with computer system replacements (slightly higher than the CIP estimate of \$113,500).
- \$20,560.84 – Transfer from the Capital Improvement Fund to the Capital Acquisition Fund for costs associated with computer system replacements (higher than the CIP estimate of \$7,000 due to timekeeping system hardware needs and increased storage capacity for the security camera system).
- \$3,728.85 – Transfer from the Central Garage Fund to the Capital Acquisition Fund for costs associated with computer system replacements (due to timekeeping system hardware needs).

General Fund Balance Policy Transfer – The City’s fund balance policy requires that excess General Fund balances be transferred and used for a one-time expense or to reduce future debt levies.

- \$207,403.00 – Transfer from the General fund to the General Fixed Asset Fund to improve fund balance, and to assist in funding 2012 replacement costs that were higher than anticipated (water slide repairs, locker room drains, Wave Café area changes, and Commons Park signage).

Inter-fund Loans

Pursuant to Governmental Accounting and Financial Reporting Standards, any temporary cash deficit within a fund must be reclassified as a loan from another fund. Since inter-fund transactions require Council approval, the inter-fund loans that satisfy this guideline are presented for Council consideration.

- \$222,689.83 – Inter-fund loan from TIF District #1 (non-Deluxe parcels) to the Owasso Realignment project, to cover preliminary project costs. The loan is to be repaid with interest through tax increment receipts generated from the new TIF district.

Typically loans between funds are intended to address temporary cash deficits that will be supported by future revenues. In these instances the average rate of return on the City’s total investment portfolio is charged and the loan is repaid as quickly as cash flow allows.

Recommendation

Staff recommends approval of the inter-fund transfers outlined in this report for the year ended December 31, 2012.

Changes in 2012 Transfers Between Funds

From Fund	To Fund	Budgeted Transfer	Actual Transfer	Transfers That Increased	Description
INTERFUND TRANSFERS					
Fund Closings					
351	371*	\$ 316.00	\$ -	\$ -	Close 1995 GO Impr Bond fund, with contribution from Closed Debt Fund
371*	351	-	4,402.02	4,402.02	Close 1995 GO Impr Bond fund, transfer balance to Closed Debt Fund
374*	351	1,174.00	4,712.26	4,712.26	Close 2001 GO Impr Bond fund, transfer balance to Closed Debt Fund
402	569*	-	5,178.98	5,178.98	MSA contribution, 2011 Street Rehabilitation, final costs
415*	307	-	80,260.10	80,260.10	Close TIF #1/Deluxe fund, transfer balance to TIF #1/Non-Deluxe fund
568*	404	-	6,276.37	6,276.37	Close Buffalo Lane rehab project, transfer balance to Street Renewal fund
		1,490.00	100,829.73	100,829.73	
Debt Funding					
101	318	100,000.00	100,000.00	-	General Fund contribution, 2002 Community Center expansion debt payments
364	314	389,000.00	389,000.00	-	TIF #2 contribution, 2004 TIF Refunding bond payments
364	319	184,000.00	184,000.00	-	TIF #2 contribution, 1999 TIF bond payments
405	318	180,000.00	180,000.00	-	General Fixed Asset contribution, Community Center expansion debt payments
459	318	165,000.00	165,000.00	-	Capital Impr Fund contribution, Community Center expansion debt payments
		1,018,000.00	1,018,000.00	-	
Capital Funding					
101	422	800.00	427.43	-	General Fund contribution, computer acquisition costs
230	422	10,950.00	16,988.63	16,988.63	Cable TV contribution, cable share of computer acquisition costs
305	364	50,000.00	50,000.00	-	TIF #4 contribution, reimburse Bridge Street costs
307	408	1,399,000.00	-	-	TIF #1 transfer to TIF #6 for Midland Terrace
402	573	-	28,954.03	28,954.03	MSA contribution, County Road D Reconstruction, preliminary costs
402	575	-	4,642.10	4,642.10	MSA contribution, 2013 Street Rehabilitation, preliminary costs
404	570	707,000.00	613,499.86	-	Street Renewal contribution, County Road F, Demar, Floral project costs
404	574	-	10,035.99	10,035.99	Street Renewal contribution, Cottage Place, preliminary costs
405	570	22,000.00	-	-	General Fixed Asset contribution, County Road F trail cost (transfer cancelled)
405	422	-	115,517.27	115,517.27	General Fixed Asset contribution, computer acquisition costs
459	422	-	20,560.84	20,560.84	Capital Impr Fund contribution, computer acquisition costs
701	422	-	3,728.85	3,728.85	Central Garage Fund contribution, computer acquisition costs
		2,189,750.00	864,355.00	196,698.86	
Operating Transfers					
101	220	225,000.00	225,000.00	-	General Fund contribution, Community Center operating costs
101	225	65,000.00	65,000.00	-	General Fund contribution, Recreation Program operating costs
101	270	10,000.00	10,000.00	-	General Fund contribution, Slice of Shoreview event
225	220	75,000.00	75,000.00	-	Recreation Programs contribution, Community Center operating costs
230	101	111,000.00	111,000.00	-	Cable TV contribution, General Fund communication costs
601	101	175,000.00	175,000.00	-	Water contribution, General Fund operating costs
601	701	65,000.00	65,000.00	-	Water contribution, maint center debt payments
602	101	123,000.00	123,000.00	-	Sewer contribution, General Fund operating costs
602	701	65,000.00	65,000.00	-	Sewer contribution, maint center debt payments
603	101	60,000.00	60,000.00	-	Surface Water contribution, General Fund operating costs
603	701	47,000.00	47,000.00	-	Surface Water contribution, maint center debt payments
604	101	12,000.00	12,000.00	-	Street Lighting contribution, General Fund operating costs
604	701	3,600.00	3,600.00	-	Street Lighting contribution, maintenance center debt payments
		1,036,600.00	1,036,600.00	-	
General Fund Balance Policy					
101	405	-	207,403.00	207,403.00	Final transfer out/per General Fund balance policy to General Fixed Asset Fund
Total		\$ 4,245,840.00	\$ 3,227,187.73	\$ 504,931.59	
INTERFUND LOANS AND LIABILITIES					
307	571			Loan Amount	
				\$ 222,689.83	Loan from TIF #1/Deluxe District to Owasso Realignment project
				<u>\$ 222,689.83</u>	

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 13-30 approving plans and specifications for the County Road D and Cottage Place Road Reconstruction Project, City Projects 13-01A and 13-01B; and ordering the taking of bids on Thursday, May 2, 2013 at 10:00 a.m., at the Shoreview City Hall.

ROLL CALL:	AYES _____	NAYS _____
JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
APRIL 1, 2013

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: TOM WESOLOWSKI
CITY ENGINEER

DATE: MARCH 26, 2013

SUBJECT: APPROVE PLANS & SPECIFICATIONS FOR THE COUNTY ROAD D
AND COTTAGE PLACE ROAD RECONSTRUCTION,
CITY PROJECTS 13-01A AND 13-01B

INTRODUCTION

On January 22, 2013 the City Council of Shoreview held public hearings for the County Road D and Cottage Place Road Reconstruction, City Projects 13-01A and 13-01B. A map showing the location of the project area is attached at the end of this report. After the public hearings, the City Council authorized the City Engineer to prepare plans and specifications and ordered the proposed projects to proceed to the next step in the approval process. Plans and specifications are now essentially complete and Council action is required to approve the plans and specifications and to authorize the taking of bids.

BACKGROUND

County Road D is a Municipal State Aid (MSA) collector street connecting two County State Aid Highways (Lexington Avenue and Victoria Street). The road lies on the municipal boundary between the City's of Shoreview and Roseville and jurisdiction of the road is shared by the two municipalities. The reconstruction of County Road D will be a cooperative project between the two Cities and the costs associated with design and construction will be split between Roseville and Shoreview.

Cottage Place is a local residential street located in Shoreview with no curb, which is typical of the type of streets the City has been reconstructing over the last several years. Cottage Place was included in this project because it is in close proximity to County Road D and there is an economy of scale including it with a larger project.

DISCUSSION

There were no comments received at either of the public hearings.

The proposed improvements for the reconstruction project include the following:

- Reconstruction of County Road D to a 33-foot wide paved street measured from face to face of curb (no parking on Roseville side) with the bituminous pavement meeting a 10-ton design.
- Reconstruction of Cottage Place to a 30-foot wide paved street measured from face to face of curb (no parking restrictions), the addition of a cul-de-sac at the west end, and the bituminous pavement meeting a 7-ton design.
- Installation of a barrier style concrete curb and gutter.
- Replacing the concrete sidewalk on County Road D.
- Replacing the existing water main and services.
- Replacement and/or repair of the existing sanitary sewer system.
- Installation of a storm water collection and treatment system consisting of a series of catch basins, catch basin manholes, underground piping, and underground filtration structures meeting the requirements of the Rice Creek Watershed District.
- Installation of a pedestrian activated crossing signal and dynamic speed display signs in response to request/needs of the school district.
- Replacement of existing street lights on County Road D and the installation of street lights on Cottage Place.

PROJECT SCHEDULE

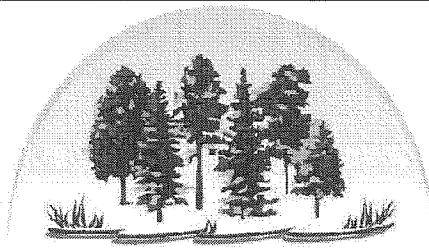
The proposed project schedule is as follows:

<u>ITEM</u>	<u>COMPLETION DATE</u>
Council Approve Plans & Specifications	April 1, 2013
Bid Date	May 2, 2013
Council Award Contract	May 6, 2013
Construction Start	June 3, 2013
Construction Complete	September, 2013
Assessment Hearing	September, 2013

Construction start and completion dates were established based on input from the school district and to coordinate with the school schedule as much as possible.

RECOMMENDATION

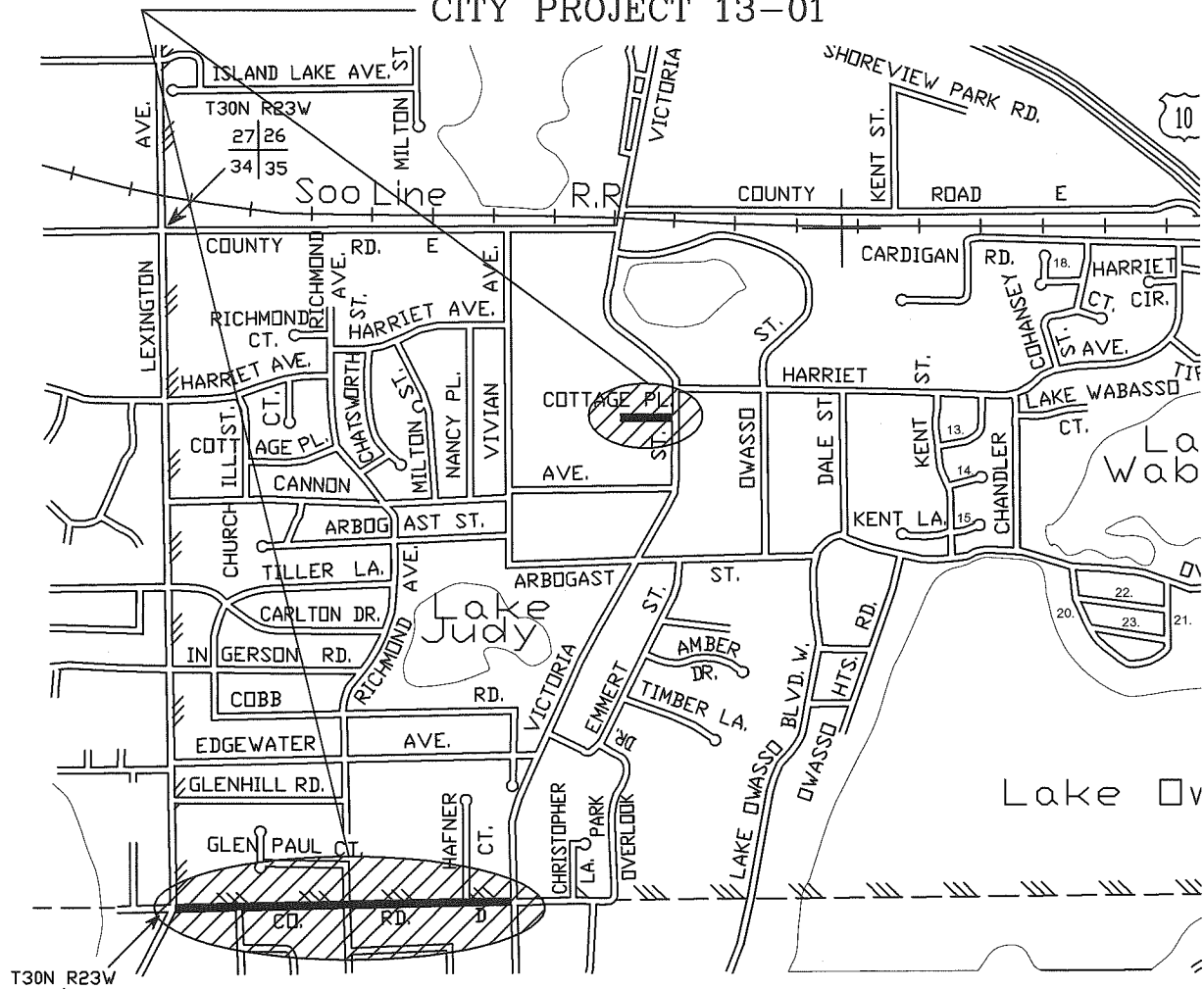
It is recommended that the City Council approve the attached motion approving plans and specifications for the County Road D and Cottage Place Road Reconstruction Project, City Projects 13-01A and 13-01B and authorize the taking of bids.



Shoreview

CITY OF SHOREVIEW COUNTY ROAD D/COTTAGE PLACE NEIGHBORHOODS RECONSTRUCTION

CITY PROJECT 13-01



LOCATION MAP
EXHIBIT 1
MAY 2012

NO SCALE

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD APRIL 1, 2013**

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on April 1, 2013, at 7:00 p.m. The following members were present:

;

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 13-30

**APPROVING PLANS AND SPECIFICATIONS
AND
ORDERING THE TAKING OF BIDS
FOR THE
COUNTY ROAD D AND COTTAGE PLACE
ROAD RECONSTRUCTION PROJECT
CITY PROJECTS 13-01A and 13-01B**

WHEREAS, pursuant to resolution of the City Council of Shoreview on April 1, 2013, the City Engineer has prepared plans and specifications for the improvements of the County Road D and Cottage Place Road Reconstruction Project, City Projects 13-01A and 13-01B, and has presented such plans and specifications to the City Council for approval.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SHOREVIEW, MINNESOTA, THAT:

1. Such improvement is hereby ordered to proceed to the construction phase.
2. The plans and specifications for the County Road D and Cottage Place Road Reconstruction Project, City Projects 13-01A and 13-01B, are hereby approved.
3. The City Manager shall prepare and cause to be inserted in the official newspaper an Advertisement for Bids for the making of such improvement under such approved plans and specifications. The advertisement shall be published at least twice, at least three weeks prior to the bid opening, shall specify the work to be done, that the bids are the responsibility of the bidder and shall state that bids are to be received by the City until 10:00 a.m., local time, on Thursday, May 2, at which time they will be publicly opened in the Council Chambers of the City Hall by two or more designated officers of the City.

The motion for the adoption of the foregoing resolution was duly seconded by Member and upon vote being taken thereon, the following voted in favor thereof: ;

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 1st day of April, 2013.

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY)
)
CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 1st day of April, 2013, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to approving plans and specifications for City Projects 13-01A and 13-01B and authorizing bidding of the project.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 2nd day of April, 2013.

Terry Schwerm
City Manager

SEAL

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 13-32 approving plans and specifications for the Red Fox Road Improvements, City Projects 12-04; and ordering the taking of bids on Thursday, May 2, 2013 at 10:00 a.m., at the Shoreview City Hall.

ROLL CALL:	AYES_____	NAYS_____
JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
APRIL 1, 2013

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: TOM WESOLOWSKI
CITY ENGINEER

DATE: MARCH 27, 2013

SUBJECT: APPROVE PLANS & SPECIFICATIONS FOR THE
RED FOX ROAD IMPROVEMENTS,
CITY PROJECT 12-04

INTRODUCTION

On January 22, 2013 the City Council of Shoreview held a public hearing for the Red Fox Road Improvements, City Project 12-04. A map showing the location of the project area is attached at the end of this report. After the public hearing, the City Council authorized the City Engineer to prepare plans and specifications and ordered the proposed projects to proceed to the next step in the approval process. Plans and specifications are now essentially complete and Council action is required to approve the plans and specifications and to authorize the taking of bids.

DISCUSSION

There were no comments received at the public hearing.

The proposed improvements for the reconstruction project include the following:

- Widening the roadway to accommodate a middle turn lane.
- Installation of a cul-de-sac at the east dead end of the roadway.
- Widening of the road near the intersection of Lexington Avenue to accommodate an additional turn lane and a concrete median.
- Reconstruct and/or rehabilitation of the asphalt roadway to a 9-ton design.
- Relocating and upgrading the traffic signal on the SE corner of the Red Fox Road and Lexington Avenue intersection.
- Replacement and relocation of the water main systems.
- Relocation of a portion of the sanitary sewer.
- Installation of a storm water collection system consisting of a series of catch basins, catch basin manholes, and underground piping.
- Modifying and enlarging the existing stormwater pond located on the Target property to include a sand filter to treat run-off from Red Fox Road and the surrounding drainage area including the Target and TCF sites.
- Replacement of 100-watt high-pressure sodium cobra head fixtures with 40-watt LED cobra head fixtures on the existing street lights and installation of an additional street light at the end of the cul-de-sac.

Staff has reached an agreement in principal with Target to acquire the existing stormwater pond located on the Target property. The agreement consists of Target turning ownership of the land required for the pond over to the City for a 50% reduction in the proposed assessments to Target. Staff will continue to work with Target on the acquisition of the property. Target has also agreed to provide construction easements and a waiver of trespass to allow work to start on the pond if the property transfer cannot be completed by the time construction starts.

Additional work that will also be part of the Red Fox project include improvements to Lexington Avenue as listed below:

- Installation of a right turn lane on Lexington Avenue to Red Fox Road.
- Pedestrian signal crossing improvements at the Red Fox Road/Lexington intersection.

These improvements were to be included in a Ramsey County project scheduled for 2014. After meeting with the County it was decided that the improvements should be included in the Red Fox project, because the areas related to the improvements will be disturbed as part of the Red Fox project. The County's share of the cost for these improvements will be credited against the City's share of the cost for the County's 2014 project.

PROJECT SCHEDULE

The proposed project schedule is as follows:

<u>ITEM</u>	<u>COMPLETION DATE</u>
Council Approve Plans & Specifications	April 1, 2013
Bid Date	May 2, 2013
Council Award Contract	May 6, 2013
Construction Start	June 3, 2013
Construction Complete	July 31, 2013
Assessment Hearing	August, 2014

RECOMMENDATION

It is recommended that the City Council approve the attached motion approving plans and specifications for the Red Fox Road Improvements, City Project 12-04 and authorize the taking of bids.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD APRIL 1, 2013**

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on April 1, 2013, at 7:00 p.m. The following members were present:

;

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 13-32

APPROVING PLANS AND SPECIFICATIONS
AND
ORDERING THE TAKING OF BIDS
FOR THE
RED FOX ROAD IMPROVEMENTS
CITY PROJECT 12-04

WHEREAS, pursuant to resolution of the City Council of Shoreview on April 1, 2013, the City Engineer has prepared plans and specifications for the Red Fox Road Improvements, City Project 12-04, and has presented such plans and specifications to the City Council for approval.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SHOREVIEW, MINNESOTA, THAT:

1. Such improvement is hereby ordered to proceed to the construction phase.
2. The plans and specifications for the Red Fox Road Improvements, City Project 12-04, are hereby approved.
3. The City Manager shall prepare and cause to be inserted in the official newspaper an Advertisement for Bids for the making of such improvement under such approved plans and specifications. The advertisement shall be published at least twice, at least three weeks prior to the bid opening, shall specify the work to be done, that the bids are the responsibility of the bidder and shall state that bids are to be received by the City until 10:00 a.m., local time, on Thursday, May 2, at which time they will be publicly opened in the Council Chambers of the City Hall by two or more designated officers of the City.

The motion for the adoption of the foregoing resolution was duly seconded by Member and upon vote being taken thereon, the following voted in favor thereof: ;

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 1st day of April, 2013.

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY)
)
CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 1st day of April, 2013, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to approving plans and specifications for City Project 12-04 and authorizing bidding of the project.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 2nd day of April, 2013.

Terry Schwerm
City Manager

SEAL

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No.13-31 approving the street light standard for the County Road D Road Reconstruction Project as an LED cobra-head style fixture with a 28- foot round, tapered, aluminum straight shaft pole.

ROLL CALL:	AYES_____	NAYS_____
JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
APRIL 1, 2013
#13-01A

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: TOM WESOLOWSKI, CITY ENGINEER

DATE: MARCH 26, 2013

SUBJECT: COUNTY ROAD D ROAD RECONSTRUCTION
CITY PROJECT 13-01A
DESIGNATING STREET LIGHT STANDARD

INTRODUCTION

Municipal State Aid (MSA) funds can be used for 100% of street lighting costs on MSA streets only if the City has established, by resolution, a standard light fixture and pole for the project.

DISCUSSION

The City of Shoreview has retained the services of Signature Lighting, Inc. to develop a street lighting plan for the County Road D Road Reconstruction Project. The design includes LED cobra-head style fixtures with 28- foot round, tapered, aluminum straight shaft poles.

RECOMMENDATION

It is recommended that the City Council approve the attached motion approving the street light standard for the Snail Lake Road Reconstruction Project, City Project 13-01A.

TEW
#13-01A

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD APRIL 1, 2013**

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on April 1, 2013, at 7:00 p.m. The following members were present:

;

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 13-31

RESOLUTION DESIGNATING
STREET LIGHT STANDARD
FOR
COUNTY ROAD D
CITY PROJECT 13-01A

WHEREAS, the City of Shoreview has planned the improvement of County Road D, and

WHEREAS, the City of Shoreview will be expending Municipal State Aid (MSA) Funds on improvement of said street, and

WHEREAS, in order for the street lighting to be 100% funded by MSA, the City must designate a street light standard for the project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SHOREVIEW, MINNESOTA,

That the street light standard for the County Road D Road Reconstruction Project is a LED cobra-head style fixture with a 28- foot round, tapered, aluminum straight shaft pole.

The motion for the adoption of the foregoing resolution was duly seconded by Member and upon vote being taken thereon, the following voted in favor thereof: ;

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 1st day of April, 2013.

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY)
)
CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 1st day of April, 2013, with the original thereof on file in my office and the same is a true and complete transcript therefrom insofar as the same relates to the designation of a street light standard for the County Rod D Road Reconstruction, City Project 13-01A.

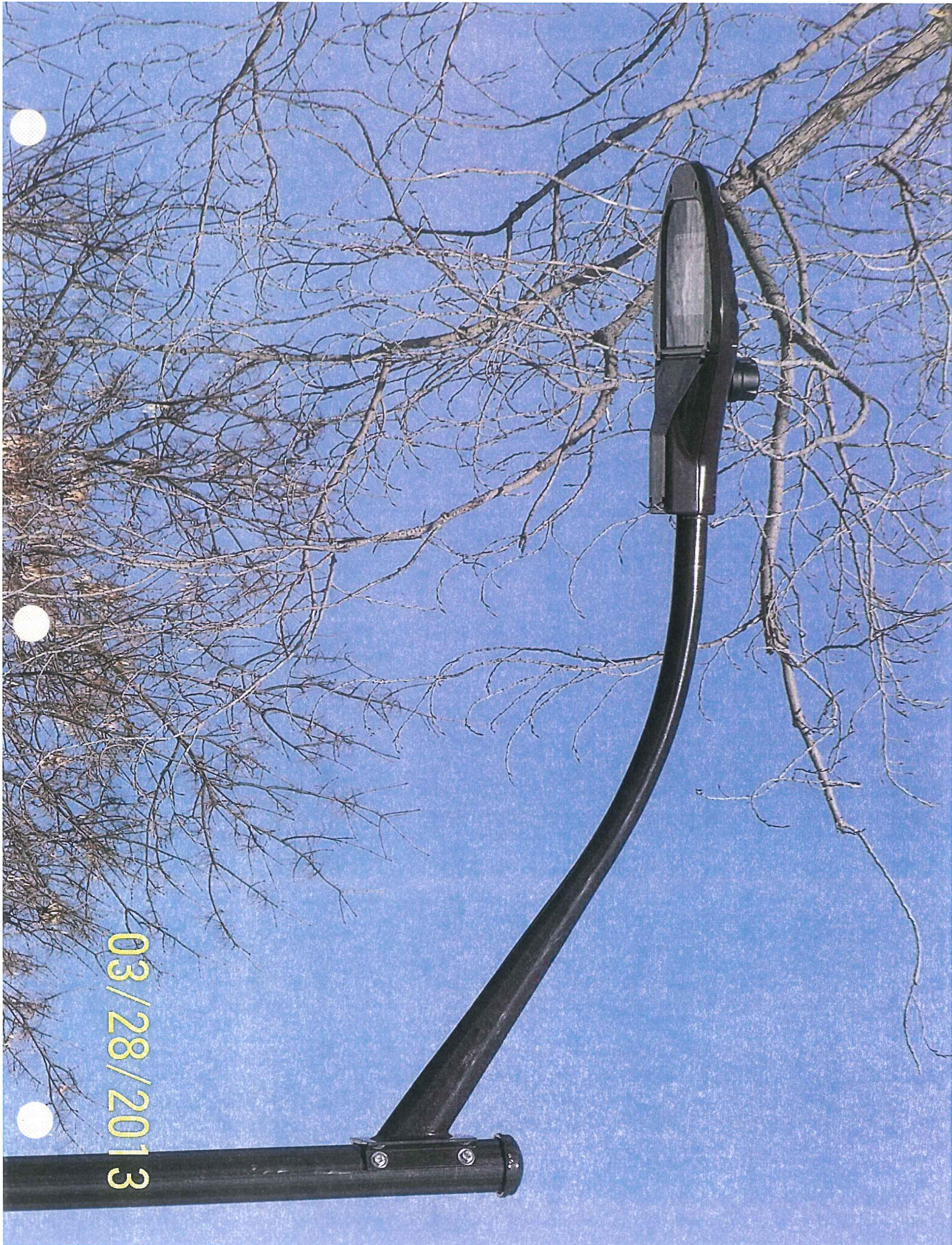
WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 2nd day of April, 2013.

Terry Schwerm
City Manager

SEAL



03/28/2013



03/28/2013

MOTION

MOVED BY COUNCIL MEMBER: _____

SECONDED BY COUNCIL MEMBER: _____

To adopt Resolution # 13-33 approving the Conditional Use Permit submitted by Jeff and Margaret Vest, 5385 Carlson Road, to construct an addition onto an existing detached accessory structure on the property, subject to the following conditions:

1. The project must be completed in accordance with the plans submitted with the application. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The exterior design and finish of the addition shall match the existing structure.
3. The existing vegetation along that portion of the side property line adjacent to the proposed structure must remain and be maintained.
4. A minimum setback of 10-feet is required from the adjoining side property line.
5. The applicant shall obtain a building permit for the structure.
6. The structure shall be used for storage purposes of household and lawn supplies, vehicles and equipment.
7. The structure shall not be used in any way for commercial purposes.

Said approval is based on the following findings of fact:

1. The proposed accessory structure will maintain the residential use and character of the property and is therefore in harmony with the general purposes and intent of the Development Ordinance.
2. The primary use of the property will remain residential and is in harmony with the policies of the Comprehensive Guide Plan.
3. The conditional use permit standards as detailed in the Development Ordinance for a residential accessory are met.
4. The structure and/or land use conform to the Land Use Chapter of the Comprehensive Guide Plan and are compatible with the existing neighborhood.

ROLL CALL: **AYES** _____ **NAYS** _____

Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

Regular City Council Meeting

April 1, 2013

TO: Mayor, City Council and City Manager

FROM: Kathleen Nordine, City Planner

DATE: March 28, 2013

SUBJECT: File No. 2476-13-03, Conditional Use Permit – Vest, 5385 Carlson Road

INTRODUCTION

Jeffrey and Margaret Vest, 5385 Carlson Road, submitted a conditional use permit application to expand a detached accessory structure on their property. On single-family residential parcels one acre or larger in size, accessory structures that exceed the maximum allowable square footage are permitted with a conditional use permit. The intent of the conditional use permit process is to review the proposal in terms of the Development Code standards and consistency with the Comprehensive Plan.

PROJECT DESCRIPTION

The property is an “L” shaped parcel that has frontage on Carlson Road and Turtle Lake. The property is zoned R1, Detached Residential as are the adjacent properties. The property is also located in the Shoreland Management District of Turtle Lake as are the adjoining parcels that have frontage on Turtle Lake.

The property is 1.18 acres in size and has a width of 56’ along Carlson Road and 89’ along Turtle Lake. Again, the property is “L” shaped with the majority of the lot being perpendicular to Turtle Lake with a depth of 338’ along the southern boundary. The property is developed with a single family home that has a foundation area of 2,352 square feet with a 624 square foot attached garage. In 2003, a one and a half story detached accessory structure was constructed on the street side of the structure which has an area of 832 square feet with cold storage above the main floor. A Building Permit and a Detached Accessory Structure Permit were issued for this structure. On riparian lots, a Detached Accessory Structure permit is required for detached accessory structures located on the street side of the residence. Please see the attached plans.

DEVELOPMENT CODE

The accessory structure regulations were revised in 2006 and stricter standards were created to ensure the compatibility of these structures with surrounding residential uses. On parcels 1 acre or larger in size, accessory structures may exceed the maximum allowable square footage permitted with a conditional use permit provided certain standards are met. The maximum area permitted for a second detached accessory structure and the total of all detached accessory structures is 288 square feet. The combined area of all accessory structures cannot exceed 90% of the dwelling unit foundation area or 1,200 square feet, whichever is more restrictive.

Said structures shall be setback a minimum of 5 feet from a side lot line and 10 feet from a rear lot line. The maximum height permitted for detached accessory structures is 18 feet as measured from the roof peak to the lowest finished grade; however in no case shall the height of the structure exceed the height of the dwelling unit. In addition, sidewalls

cannot exceed 10 feet and interior storage areas above the main floor cannot exceed an interior height of 6 feet.

The exterior design of the structure must be compatible with the dwelling and be similar in appearance from an aesthetic, building material and architectural standpoint. The proposed design, scale, height and other aspects related to the accessory structure are evaluated to determine the impact on the surrounding area. Building permits may be issued upon the finding that the appearance of the structure is compatible with the structures and properties in the surrounding area and does not detract from the area. The intent of these regulations and the City's Comprehensive Plan's policies is to ensure that the residential character of the property and neighborhood is maintained and the dwelling unit remains the primary feature and use of the property.

Conditional Use Permit

The standards for a conditional use permit are:

1. The accessory structure shall be located in the rear yard of the property except as otherwise permitted by this ordinance.
2. The accessory structure shall be setback a minimum of 10 feet from the side property line and 10 feet from the rear property line; however, the City may require greater setbacks to mitigate impacts on adjoining properties.
3. For parcels 1 acre or larger in size, the lot shall have a minimum area of 1 acre above the ordinary high water line of a lake, ponding area or wetland on the property.
4. The accessory structure shall be screened from view of adjacent properties and public streets through the use of landscaping, berming, fencing or a combination thereof.
5. The structure shall comply with the standards of Section 205.082(D)(5) of this ordinance.

In addition to these standards, a conditional use permit may be granted if the proposed use is in harmony with and conforms to the Comprehensive Plan policies and Development Code standards.

APPLICANT'S STATEMENT

The applicant states that the storage building will be used to store personal items such as lawn and garden equipment, gas and related items. This expansion will provide additional interior storage in the main portion of the garage for the storage of a trailer. The small addition is designed to blend in with the existing structure and will have an exterior finish that matches the garage. Vegetation between this structure and the adjoining property will provide screening. The conditions of the Development Code will be met and the proposed structure, including the use, is in harmony with the Comprehensive Plan policies.

STAFF REVIEW

The proposal was reviewed in accordance with the standards identified in the Development Code. The proposed accessory structure complies with the location, height, design and setback requirements for a detached accessory structure. Existing vegetation, size of the property and location of the storage addition minimize these visual impacts on adjoining properties. The following table summarizes the proposal in terms of the Development Code standards.

	Existing	Proposed	Development Code Standard
Area			
Detached Garage	832 sf	932 sf	*288 sf
All Accessory Structures	1,456 sf	1,556 sf (66% of dfa)	*1,200 sf or 90% of the dwelling unit foundation area (2,117 sf) – whichever is more restrictive
Setback – side lot line	11 ft	14 ft	10 ft
Height			
Roof Peak	22 ft	12 ft	18 ft
Sidewall		8 ft	10 ft
Exterior Design		Match existing	Compatible with the residence and be similar in appearance
Screening		Retain existing vegetation	Structure shall be screened from view of public streets and adjoining properties with landscaping, berming or fencing

*Standard may be exceeded with a conditional use permit

The applicant indicated that the addition will be used for the storage of personal items such as lawn and garden related equipment and fuel. This use is consistent with the residential use of the property and neighborhood.

PUBLIC COMMENT

Property owners within 350' of the property were notified of the application. No comments were received

PLANNING COMMISSION REVIEW

The Commission held a public hearing on March 26th and reviewed the proposal. The Commission noted that the property exceeds 1 acre in size and the proposed structure and use is compatible with the property and neighborhood. The Commission recommended the City Council approve the conditional use permit with conditions attached with a 6 – 0 vote.

RECOMMENDATION

A conditional use permit may be granted provided the proposed use is listed as a conditional use for the district in which it is located and upon showing that the standards and criteria of the Development Code are satisfied. The criteria for a conditional use permit includes that the use is in harmony with the general purposes and intent of the Development Code and Comprehensive Plan and that the structure/land use conforms with the Comprehensive Plan and are compatible with the existing neighborhood. In staff's opinion, these criteria are met. An accessory structure of this size is compatible with the neighborhood provided the conditional use permit standards are adhered to. Staff is recommending the City Council adopt Resolution #13-33 approving the conditional use permit subject to the following:

1. The project must be completed in accordance with the plans submitted with the application. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The exterior design and finish of the addition shall match the existing structure.
3. The existing vegetation along that portion of the side property line adjacent to the proposed structure must remain and be maintained.
4. A minimum setback of 10-feet is required from the adjoining side property line.
5. The applicant shall obtain a building permit for the structure.
6. The structure shall be used for storage purposes of household and lawn supplies, vehicles and equipment.
7. The structure shall not be used in any way for commercial purposes.

Attachments:

1. Res. 13-33
2. Location Map
3. Applicant's Statement and Submitted Plans
4. Comments received
5. Attachment A –, Standards for Detached Accessory Structures
6. Motion Sheet

ATTACHMENT A

- (1) The accessory structure shall be located in the rear yard of the property except as otherwise permitted by this ordinance.
- (2) The accessory structure shall be setback a minimum of 10 feet from the side property line and 10 feet from the rear property line; however, the City may require greater setbacks to mitigate impacts on adjoining properties.
- (3) For parcels 1 acre or larger in size, the lot shall have a minimum area of 1 acre above the ordinary high water line of a lake, ponding area or wetland on the property.
- (4) The accessory structure shall be screened from view of adjacent properties and public streets through the use of landscaping, berming, fencing or a combination thereof.
- (5) The structure shall comply with the standards of Section 205.082(D)(5) of this ordinance.

Conditional Use Permit Criteria

Certain land uses are designated as a conditional use because they may not be suitable in a particular zoning district unless conditions are attached. In those circumstances, conditions may be imposed to protect the health, safety and welfare and to insure harmony with the Comprehensive Plan.

In addition to the standards identified above, the City Council must find that the use complies with the following criteria.

- (1) The use is in harmony with the general purposes and intent of the Development Ordinance.
- (2) The use is in harmony with the policies of the Comprehensive Guide Plan.
- (3) Certain conditions as detailed in the Development Ordinance exist.
- (4) The structure and/or land use conform to the Land Use Chapter of the Comprehensive Guide Plan and are compatible with the existing neighborhood.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD APRIL 1, 2013**

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City at 7:00 PM.

The following members were present:

And the following members were absent:

Member introduced the following resolution and moved its adoption.

**RESOLUTION NO. 13-33
CONDITIONAL USE PERMIT**

WHEREAS, Jeffrey and Margaret Vest, have applied for a conditional use permit to expand an existing detached accessory structure on their property, legally described as:

That part of Lots 1 and 2, Block 4, Turtle Lake Pines, Ramsey County, Minnesota, according to the recorded plat thereof, lying North of a line and its Westerly extension drawn from a point on the survey line in said lots, distant 5 feet South from the common lot line for said Lots 1 and 2; to a point on the East line of said Lot 1, distant 20 feet north of Southeast corner of said Lot 1 and there terminating.

(This property is commonly known as 5385 Carlson Road, Shoreview, Minnesota.)

WHEREAS, in accordance with the Development Code, on lots larger than one acre, accessory structures may exceed the maximum allowable square footage permitted as a Conditional Use Permit provided certain standards are met and,

WHEREAS, the maximum area permitted for a detached accessory structures is 288 square feet. The combined area of all accessory structures cannot exceed 90% of the dwelling unit foundation area or 1,200 square feet, whichever is more restrictive; and,

WHEREAS, the applicant is requesting a conditional use permit to construct a 100 square foot addition onto an existing detached garage on their property at 5385 Carlson Road, which is within the R1, Detached Residential Zoning District and has a lot area of 1.18 acres; and

WHEREAS, the property is currently developed with: 624 square foot attached garage and a 832 square foot detached garage; and

WHEREAS, the detached garage, with the addition, will have a floor area of 932 square feet, increasing the total floor area of accessory buildings to 1,556 square feet, as detailed in the submitted plans; and

WHEREAS, the Planning Commission held a public hearing on the proposal and found that the proposed use was consistent with the Comprehensive Plan and that the proposed use would not have a detrimental effect on the character and development of the neighborhood; and

WHEREAS, the City Council is authorized by state law and the City of Shoreview Development Code to make final decisions on conditional use permit requests.

NOW, THEREFORE, BE IT RESOLVED BY THE SHOREVIEW CITY COUNCIL, that the above-described conditional use permit be approved on the basis of the following findings of fact:

1. The proposed accessory structure will maintain the residential use and character of the property and is therefore in harmony with the general purposes and intent of the Development Ordinance.
2. The primary use of the property will remain residential and is in harmony with the policies of the Comprehensive Guide Plan.
3. The conditional use permit standards as detailed in the Development Ordinance for a residential accessory are met.
4. The structure and/or land use conform to the Land Use Chapter of the Comprehensive Guide Plan and are compatible with the existing neighborhood.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE SHOREVIEW CITY COUNCIL that a Conditional Use Permit allowing a 100 square foot addition onto the existing detached garage is hereby approved, subject to the following conditions:

1. The project must be completed in accordance with the plans submitted with the application. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The exterior design and finish of the addition shall match the existing structure.
3. The existing vegetation along that portion of the side property line adjacent to the proposed structure must remain and be maintained.
4. A minimum setback of 10-feet is required from the adjoining side property line.

5. The applicant shall obtain a building permit for the structure.
6. The structure shall be used for storage purposes of household and lawn supplies, vehicles and equipment.
7. The structure shall not be used in any way for commercial purposes.

The motion was duly seconded by Council Member and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Adopted this 1st day of April, 2013

Sandra C. Martin, Mayor
Shoreview City Council

ATTEST:

Terry Schwerm, City Manager

ACCEPTANCE OF CONDITIONS:

Jeffrey Vest

Margaret Vest

SEAL

T:\2013pcf\2476-13-035385 Carlson Vest\res13-33

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY)
)
CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City of Shoreview City Council held on the 4th day of February, 2013 with the original thereof on file in my office and the same is a full, true and complete transcript there from insofar as the same relates to adopting Resolution 13-20.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 1st day of April, 2013.

Terry C. Schwerm
City Manager

SEAL



Vest - 5385 Carlson Road

Legend

- County Offices
- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcels



357.5 0 178.73 357.5 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division

Notes

Conditional Use Permit Application

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION



Vest - 5385 Carlson Road



Legend

- County Offices
- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcels

Notes

Conditional Use Permit Application

178.7 0 89.37 178.7 Feet

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division

CERTIFICATE OF SURVEY

For:

ART HAGE
5375 Carlson Road
St. Paul, MN 55126
484-6715

Jeff Vest
5399 Carlson Road
Shoreview 55126

WHITE^{as} BIRCH DR.

WHITE BIRCH DRIVE

CARLSON
29
ROAD

Lot 2 Parcel

Driveway
7.1E
- 92.12
South

11-0-11

Proposed 100 of addition

268.27
S 81° 05' 50" W
M

N

o Denotes Iron Monument

Bearings are on an assumed datum.

Description of sewer service easement

An easement 10 feet in width for sewer service purposes over, under and across Lot 1, Block 4, Turtle Lake Pines, Ramsey County, Minnesota.

The centerline of said easement being described as beginning at a point on the east line of said Lot 1, distant 47 feet north from the Southeast corner thereof; thence westerly to a point on the south line of said Lot 1, distant 226 feet west from the Southeast corner thereof and there terminating.

 $94 \times 50.43 = 4740.02$ kg.

Turtle Lake

PARCEL A

That part of Lots 1 and 2, Block 4, Turtle Lake Pines, Ramsey County, Minnesota, according to the recorded plat thereof, lying North of a line and its Westerly extension drawn from a point on the survey line in said lots, distant 5 feet South from the common lot line for said Lots 1 and 2; to a point on the East line of said Lot 1, distant 20 feet north from the Southeast corner of said Lot 1 and there terminating.

PARCEL B

That part of Lots 1 and 2, Block 4, Turtle Lake Pines, Ramsey County, Minnesota, according to the recorded plat thereof, lying South of a line and its Westerly extension drawn from a point on the survey line in said lots, distant 5 feet South from the common 1st line for said Lots 1 and 2; to a point on the East line of said Lot 1, distant 20 feet north from the Southeast corner of said Lot 1 and there terminating.

Scale: 1" = 50'

Book 1Page FolderJob No. 86043

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

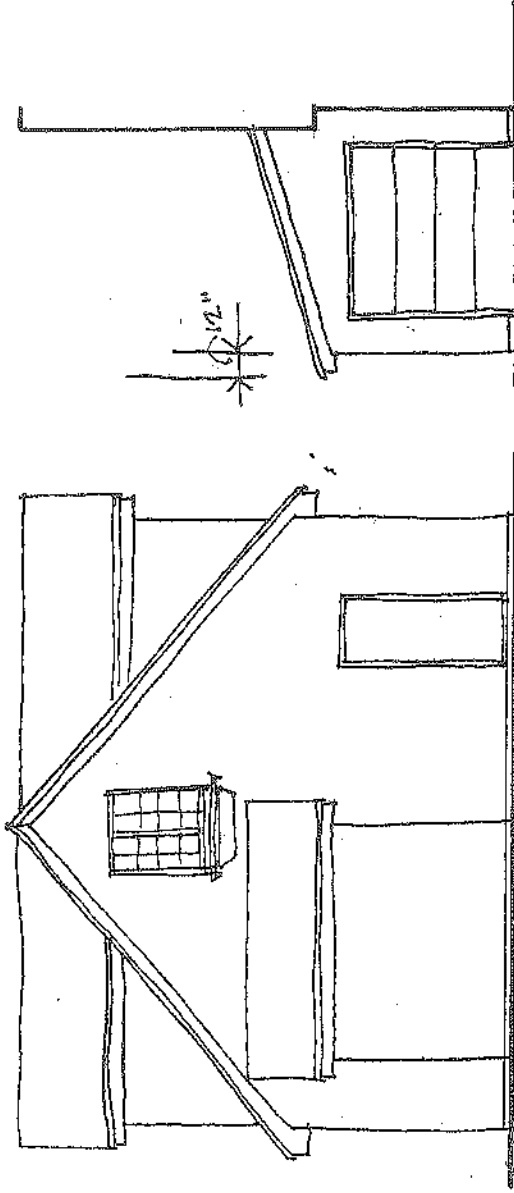
Date 2-7-86 Reg No 9808 2-24-86
Crest of 2 And Bay, 1 Year added 3-17-86
 Proposed horse added

E.G. RUD & SONS, INC.
LAND SURVEYORS

9560 Lexington Avenue N.
New Brighton (Lexington), Mr.

5512
Tel. 796-5556

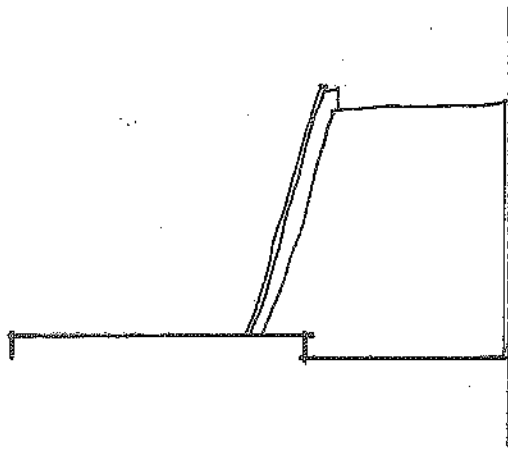
NEW STORAGE * EXIST.



SOUTH ELEVATION

WEST ELEVATION

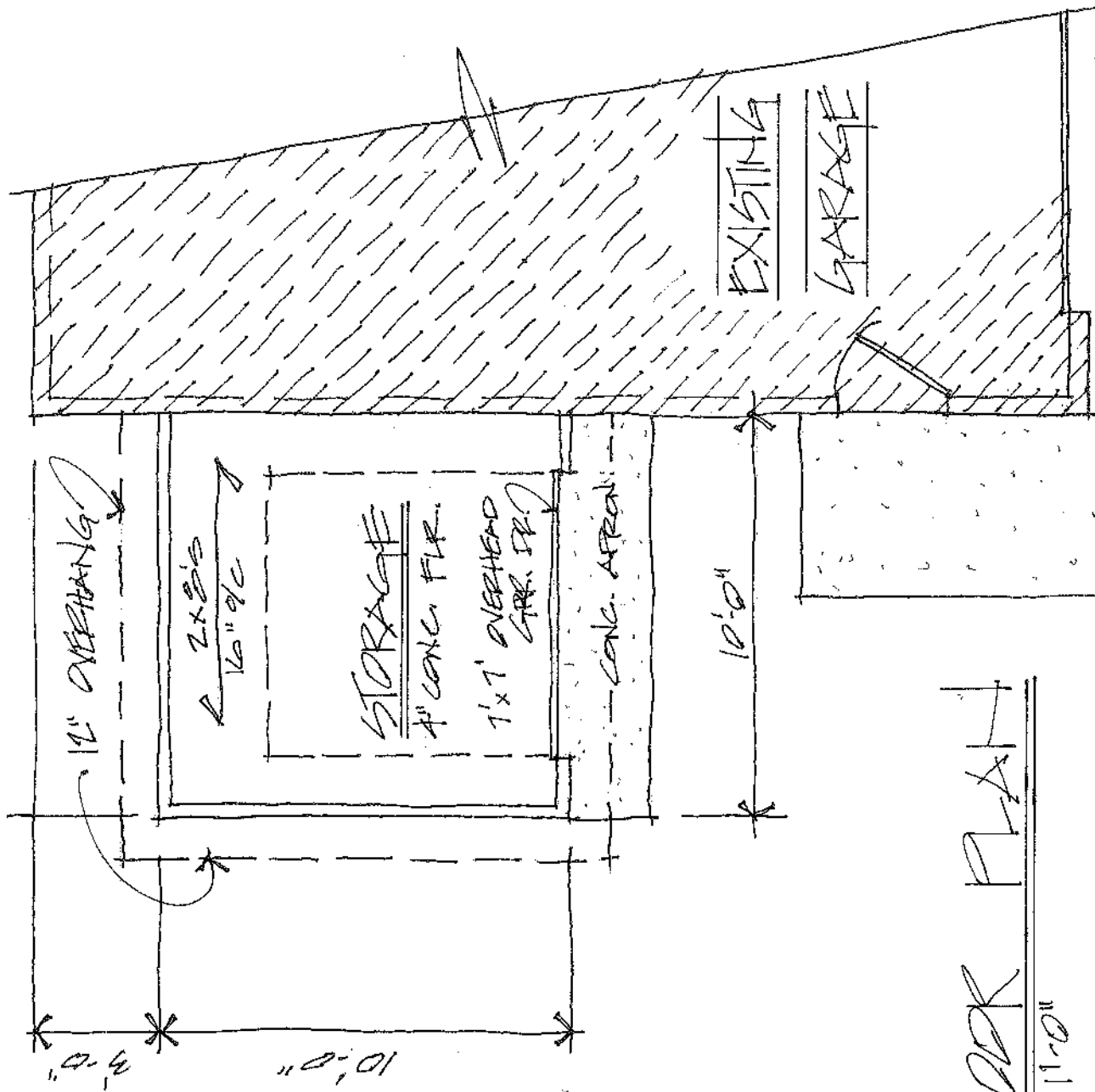
EXIST. * NEW STORAGE



NORTH ELEVATION

MR. & MRS. JEFF WEST.
5385 CARLSON RD.

A.

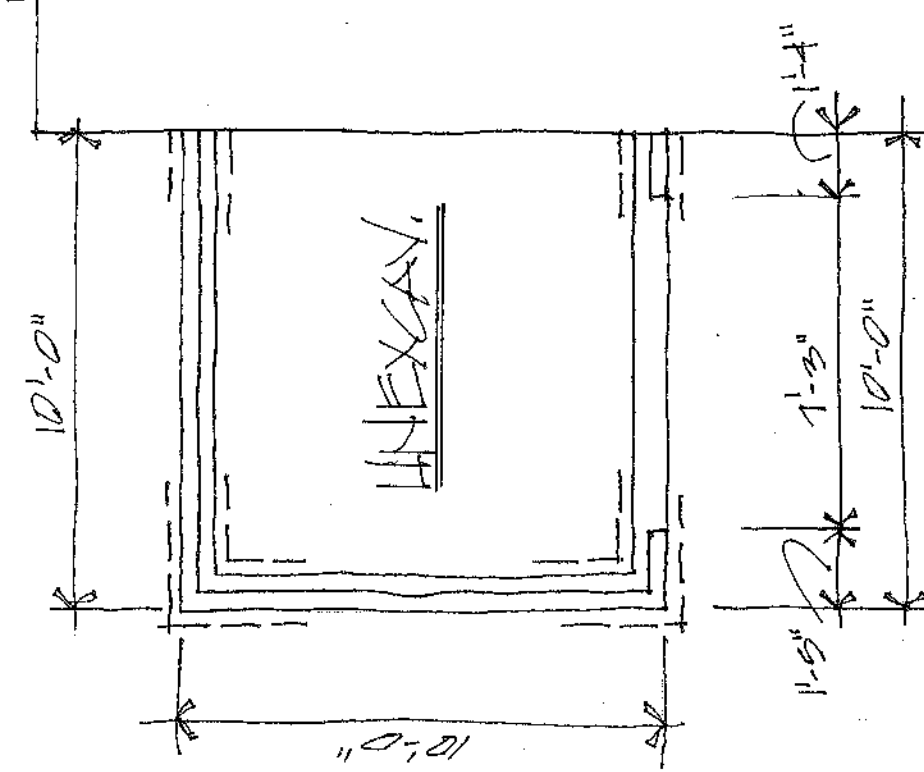


EXISTING
GARAGE

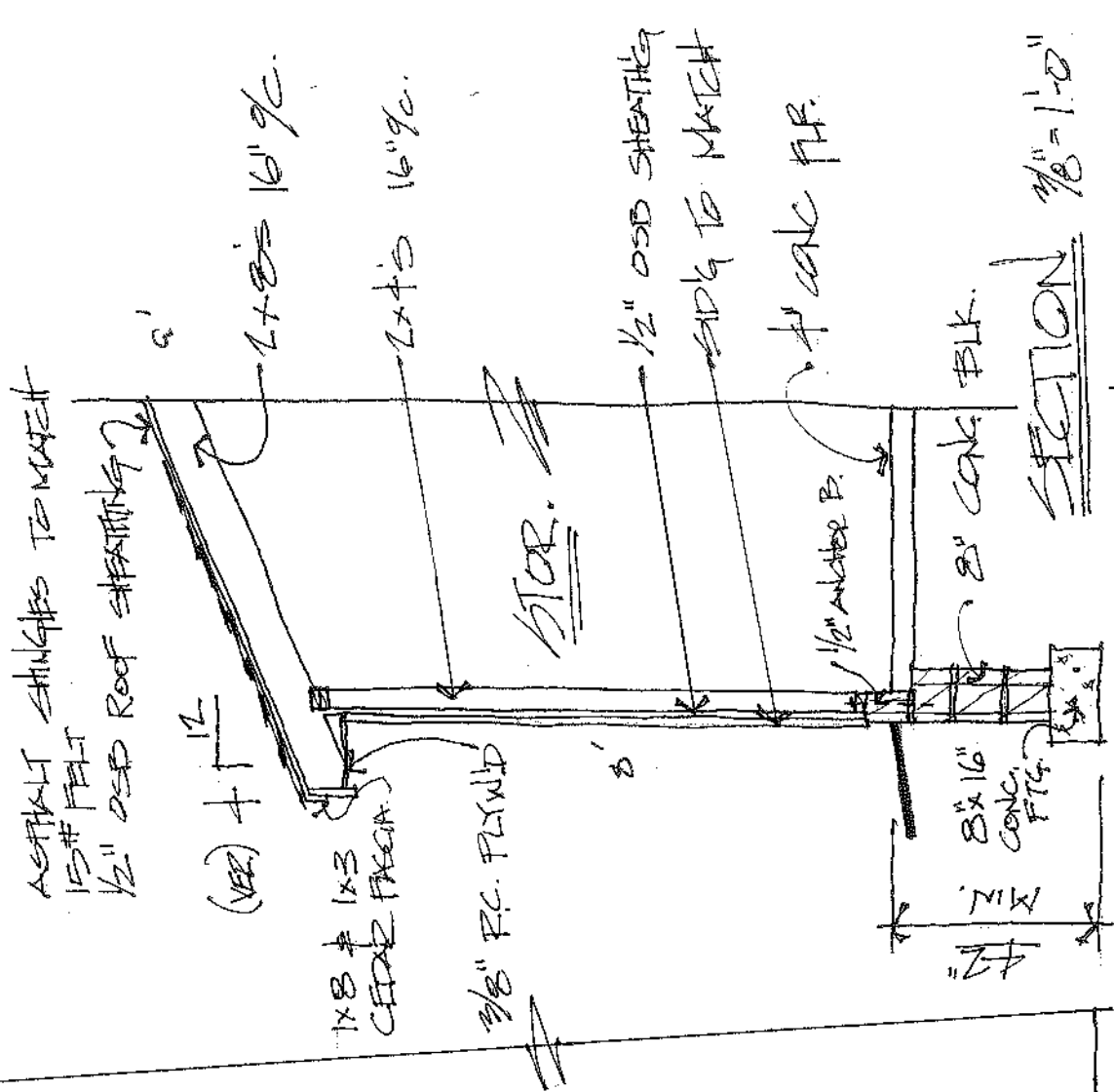
EXISTING
SIDEWALK

MR. & MRS. LEFF WEST
2225 CARSON RD.

FLOOR PLAN
1/4" = 1'-0"



FOUNDATION PLAN
 $\frac{1}{4}" = 1'-0"$



SECTION
 $\frac{1}{8}" = 1'-0"$

MR. & MRS. JEFF VEST
 5305 CARSON RD.
 2.

MOTION

MOVED BY COUNCIL MEMBER: _____

SECONDED BY COUNCIL MEMBER: _____

To approve the Minor Subdivision, including the Development Agreements, submitted by Josh and Joanna Wing, 169 Bridge Street, to divide the property into two parcels for single-family residential development. Approval is subject to the following conditions:

1. The minor subdivision shall be in accordance with the plans submitted.
2. For Parcel B, a Public Recreation Use Dedication fee as required by Section 204.020 of the Development Regulations must be paid before a building permit is issued for a new home on the property. The fee will be 4% of the fair market value of the property.
3. Public drainage and utility easements shall be dedicated to the City as required by the Public Works Director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
4. The applicants shall enter into a Subdivision Agreement with the City. This agreement shall be executed prior to the City's release of the deeds for recording. A Development Agreement will also be required for the construction of new homes on each parcel.
5. Driveways and all other work within the Bridge Street right-of-way are subject to the permitting authority of the City of Shoreview.
6. A tree protection plan shall be submitted prior to issuance of a building permit (including the demolition permit). The approved plan shall be implemented prior to the commencement of work on the property and maintained during the period of construction. The protection plan shall include wood chips and protective fencing at the drip line of the retained trees.
7. An erosion control plan shall be submitted with the building permit application for each parcel and implemented during the construction of the new residence.
8. A final site-grading plan shall be submitted and approved prior to issuance of a building permit.
9. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

Said approval is based on the following findings of fact:

1. The subdivision is consistent with the regulations of the Development Code, including the R1, Detached Residential District and Subdivision Code.
2. The proposed single-family residential use for the property is consistent with the Land Use Chapter of the Comprehensive Plan.

3. The redevelopment of this property for single-family residential use will provide opportunity for new housing in the community.

ROLL CALL: **AYES** _____ **NAYS** _____

Johnson

Quigley

Wickstrom

Withhart

Martin

Regular City Council Meeting

April 1, 2013

t:\2013pcf\2480-13-07 169 Bridge St Wing\ccmotion

TO: Mayor, City Council and City Manager
FROM: Kathleen Nordine, City Planner
DATE: March 27, 2013
SUBJECT: File No. 2480-13-07; Josh and Joanna Wing, Minor Subdivision, 169 Bridge Street

INTRODUCTION

Josh and Joanna Wing submitted a minor subdivision application to divide the property at 169 Bridge Street into two parcels. The property is located west of Rice Street on the north side of Bridge Street and is currently developed with a single-family residence and detached garage. This residence is vacant and was recently foreclosed on. These structures will be removed and new single-family residential homes would be constructed on each parcel.

This application was complete as of March 13, 2013.

BACKGROUND

The property is currently developed with a single-family residential structure, detached garage, driveway and other ancillary site improvements. The topography of the property slopes from the west to the east. Adjacent land uses include single-family residential to the west, south and east. To the north is property owned by the City of Shoreview which has wetland and stormwater ponding areas.

The existing home is served with city sewer and water. Sewer and water connections were previously installed for a new parcel immediately east of the home, in anticipation of a future subdivision.

MINOR SUBDIVISION

DEVELOPMENT ORDINANCE REQUIREMENTS

Minor subdivisions require review by the Planning Commission and approval by the City Council. Minor subdivisions must be reviewed in accordance with subdivision and zoning district standards in the Development Regulations.

The City's subdivision standards require all lots to front on a publicly dedicated right-of-way. Municipal sanitary sewer also must be provided to the new lot. These standards also require 5-foot public drainage and 10-foot utility easements along property lines where necessary. Public drainage and utility easements are also required over infrastructure, watercourses, drainages or floodways.

The property is zoned R1, Detached Residential, as are the adjacent properties. In this district, lot standards require a minimum lot area of 10,000 square feet, a width of 75 feet and a depth of

125 feet. Minimum structure setbacks for a dwelling are 30 feet from a front and rear property line and 10 feet from an interior side lot line. A 5-foot minimum side yard is required for accessory buildings including detached garages.

STAFF REVIEW

The applicant is proposing to demolish the existing site improvements and divide the property into two parcels for single-family residential development. As shown below, the proposed parcels exceed the minimum lot requirements specified in the Development Regulations.

	Requirements	Parcel A (West)	Parcel B (East)
Area:	10,000 sf	16,830 sf	15,891 sf
Width:	75 feet	90 feet	85 feet
Depth:	125 feet	187 feet	187 feet

Each parcel has adequate buildable area for a new home when the minimum structure setbacks are applied.

Municipal sanitary sewer and water service is already available to both parcels. The standard drainage and utility easements along the property lines will be required.

Tree impacts will be evaluated further during the building permit review process. The submitted survey does identify some landmark trees on the property, one of which may be impacted by the construction of a new home on Parcel B. Tree removal, replacement and protection will be addressed in the Development Agreement.

PUBLIC COMMENT

Property owners within 350 feet were notified of the applicant's request. One telephone call was received from the property owner at 157 Bridge Street which is immediately to the east. The owner stated he would like the existing vegetation along the side property line to remain. While tree impacts cannot yet be determined since a building permit has not been applied for, tree protection will be required for those trees that will remain on the property. In addition, tree replacement will be required for landmark trees. In general, the City does not require screening between single-family residential uses.

PLANNING COMMISSION REVIEW

The Commission reviewed the minor subdivision at their March 26th meeting and recommended the Council approve the subdivision with a 6 – 0 vote. The Commissioners indicated that the proposed lots comply with the Code requirements and will provide new housing opportunities in the community.

STAFF RECOMMENDATION

The minor subdivision application has been reviewed in accordance with the standards of the Development Regulations and found to be in compliance with these standards. Removal of the existing vacant home and creation of two lots for single-family residential development supports the City's land use and housing policies by creating an opportunity for new housing. Staff is recommending the City Council approve the subdivision, including the Development Agreements, subject to the following conditions:

1. The minor subdivision shall be in accordance with the plans submitted.
2. For Parcel B, a Public Recreation Use Dedication fee as required by Section 204.020 of the Development Regulations must be paid before a building permit is issued for a new home on the property. The fee will be 4% of the fair market value of the property.
3. Public drainage and utility easements shall be dedicated to the City as required by the Public Works Director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
4. The applicants shall enter into a Subdivision Agreement with the City. This agreement shall be executed prior to the City's release of the deeds for recording. A Development Agreement will also be required for the construction of new homes on each parcel.
5. Driveways and all other work within the Bridge Street right-of-way are subject to the permitting authority of the City of Shoreview.
6. A tree protection plan shall be submitted prior to issuance of a building permit (including the demolition permit). The approved plan shall be implemented prior to the commencement of work on the property and maintained during the period of construction. The protection plan shall include wood chips and protective fencing at the drip line of the retained trees.
7. An erosion control plan shall be submitted with the building permit application for each parcel and implemented during the construction of the new residence.
8. A final site-grading plan shall be submitted and approved prior to issuance of a building permit.
9. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

Attachments

- 1) Location Map
- 2) Site Aerial Photo
- 3) Submitted Statement and Plans
- 4) Development Agreements
- 5) Motion



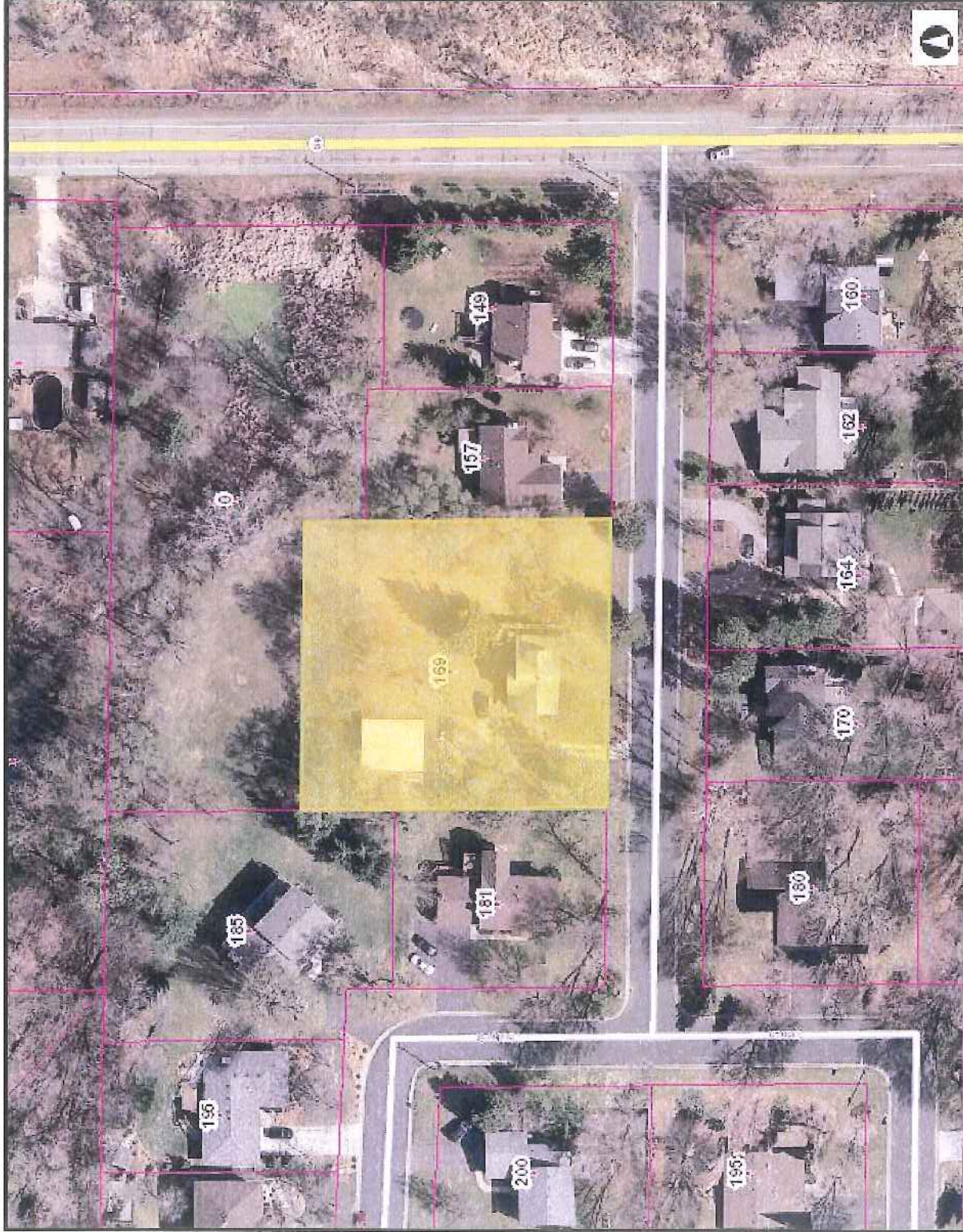
Wing - 169 Bridge Street

Legend

- County Offices
- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcels

Notes

Minor Subdivision



179.1 0 89.55 179.1 Feet

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division

Legend

-  County Offices
-  City Halls
-  Schools
-  Hospitals
-  Fire Stations
-  Police Stations
-  Recreational Centers
-  Parcel Points
-  Parcels

Notes

Minor Subdivision



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

179.1 0 89.55 179.1 Feet



169 Bridge Street Minor Subdivision Application

Applicant : Joshua and Joanna Wing
Date: February 26, 2013

Revision 1.1

Applicant Contact Info:
Joshua and Joanna Wing
4271 Hodgson Rd
Shoreview MN 55126
612-669-8903
joshwing@gmail.com

Table on Contents:

Previous Page - Minor Subdivision Application

1. Evidence of legal interest
2. Application Statement/Proposed Use
3. Assessments Pending - None
4. Current Property Information
5. Photos
6. Map of Property
7. Neighbor Introduction Letter
8. Addresses of Neighbors within 350ft
9. Plan Drawings
10. House Design Concepts
11. Draft Development/Subdivision Agreements (~~NOT INCLUDED~~)

1. Evidence of legal interest:

ISSUED BY
ALL AMERICAN TITLE CO., INC.
AS AGENT FOR
OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY
COMMITMENT NUMBER 011340254

Reference Name:

SCHEDULE A

1. Commitment Date: December 4, 2012 at 08:00 AM
2. Policy (or Policies) to be issued:
 - (a) Owner's Policy (ALTA Own. Policy (06/17/06))
Proposed Insured:
Joshua J. Wing and Joanna L. Wing
 - (b) Loan Policy (ALTA Loan Policy (06/17/06))
Proposed Insured:
Citizens Bank Minnesota, Secretary of Housing and Urban
Development, and/or its representative successors and
assigns, as their interest may appear.
3. Fee Simple interest in the land described in this Commitment is owned, at the Commitment Date, by:
Federal National Mortgage Association
Note: Fee owner(s) took title 8-22-12, filed 8-29-12 as evidenced by Deed recorded as Document No.
4354141
4. The land referred to in the Commitment is Abstract Property situated in the County of Ramsey, State of
Minnesota and is described as follows:

SEE EXHIBIT A ATTACHED HERETO

FOR REFERENCE PURPOSES ONLY:

The company has not verified, does not insure, and makes no representation that the information below is about the above insured property. According to insured's representation or vesting instrument(s), the street address and pin/tax ID # of the property have been represented to the company as follows:

Address: 169 Bridge Street, Shoreview, MN 55126
PIN/Tax ID #: 24.30.23.11.0094

ALL AMERICAN TITLE CO., INC.

By: TM McKenzie

ALL AMERICAN TITLE CO., INC.

ALTA Commitment
Schedule A (6/17/06)

(011340254.PFD/011340254/22)

2. Applicant Statement/Proposed Use:

About Applicants

- Joshua (Josh) and Joanna Wing
- Parents of 2 kids (daughter will attend Island lake in Fall 2013)
- Current residents, have lived in Shoreview for the past 8 years

Intended Use of Property

We are seeking approval to subdivide the property commonly known as 169 Bridge Street (.75 Acres) into two single family residential lots (~.375 Acres each). We will retain one lot for our own to construct a new home and will market the other lot for sale. This subdivision will require the demolition and removal of the existing's structures prior to beginning construction of the new homes.

Sewer and water connections have previously been stubbed into for both lots.

Benefits of Approval

- Removal of existing vacant and uninhabitable home and detached garage
- Improve the character of the neighborhood with new homes being constructed
- Increased property values of surrounding homes
- Subdivided lots will exceed city minimum lot requirements and be comparable to surrounding lots in neighborhood
- Increase tax base for the City of Shoreview

3. Assessment Statement:

There are currently no outstanding assessments due on the property located at 169 Bridge St. All outstanding assessments were resolved at time of purchase.

4. Current Property Information:

Applicant/Owner: Joshua and Joanna Wing

Applicant Address: 4271 Hodgson Rd, Shoreview MN

Subject Property Address: 169 Bridge Street, Shoreview MN 55126

PID: 24.30.23.11.0094

Section/Township/Range: 24-30-23

Plat: 24/30/23

Legal Description: W 175 Ft Of E 404.51 Ft Of The N 187 Ft Of S 210.35 Ft Of The N 1/2 Of S 1/2 Of Ne 1/4 Of Ne 1/4 (subj To Esmts) Of Sec 24 Tn 30 Rn 23

Sewer/Water: Property currently has two stubs for Water/Sewer

Current Lot Dimensions:

Parcel Width: 175.000 ft.

Parcel Depth: 187.000 ft.

Parcel Area: .75 Acres (32,670 Sq. Ft)

There are no outstanding Assessments for this property



5. Property Photos:



View of house from street. Note house does not face street.



Aerial view of property

5. Property Photos (con't):



Driveway leading to Detached Garage (to be removed)



Street view of house (to be removed). Note front of house does not face street.



Close up Existing Detached Garage (to be removed)



Monument tree in backyard, will not be removed

6. Map of Property:



7. Letter to Neighbors (within 350ft):

February 26, 2013

Dear Neighbor,

Our names are Josh and Joanna Wing and we just bought the property located in your neighborhood at 169 Bridge Street. We'd like to introduce ourselves and share with you our plans for this property. This letter outlines our preliminary plans as of February 2013.

We currently live in the city of Shoreview with our two children, Allison and Arthur, and our goldendoodle, Waldo. As residents of the city for the past 8 years, we love living in Shoreview and are excited to be moving into this neighborhood.

As many of you are likely aware, the current structures located at 169 Bridge Street are in considerable disrepair and do not fit with the style, quality or condition of other homes located in this neighborhood. We'd like to remove the existing structures and subdivide the lot into two single-family residential lots. We plan to keep one of the lots to build a new home for our family and sell the second lot sometime in the near future in order for another new home to be built next door. We believe this project has many benefits for this neighborhood, including:

- Removing a vacant and uninhabitable home (and an ugly garage!)
- Improving the character of the neighborhood
- Increasing tax base for the city of Shoreview
- Potentially increasing property values of surrounding homes due to nearby new construction

We are still working to finalize the design of our house but anticipate it to be a two-story home that fits within the character and style of the current neighborhood. The home will meet all of Shoreview's building requirements and we do not anticipate any need to apply for variances. We would like to begin work on the property this spring and hope to have this project completed by the end of 2013.

If you are supportive of this project or have concerns please feel free to reach out to Shoreview Assistant City Planner Kathleen Nordeen at 651-490-4682.

We're also happy to answer any questions you may have; you can call us at 612-669-8903 or email us at joshwing@gmail.com. We look forward to meeting you!

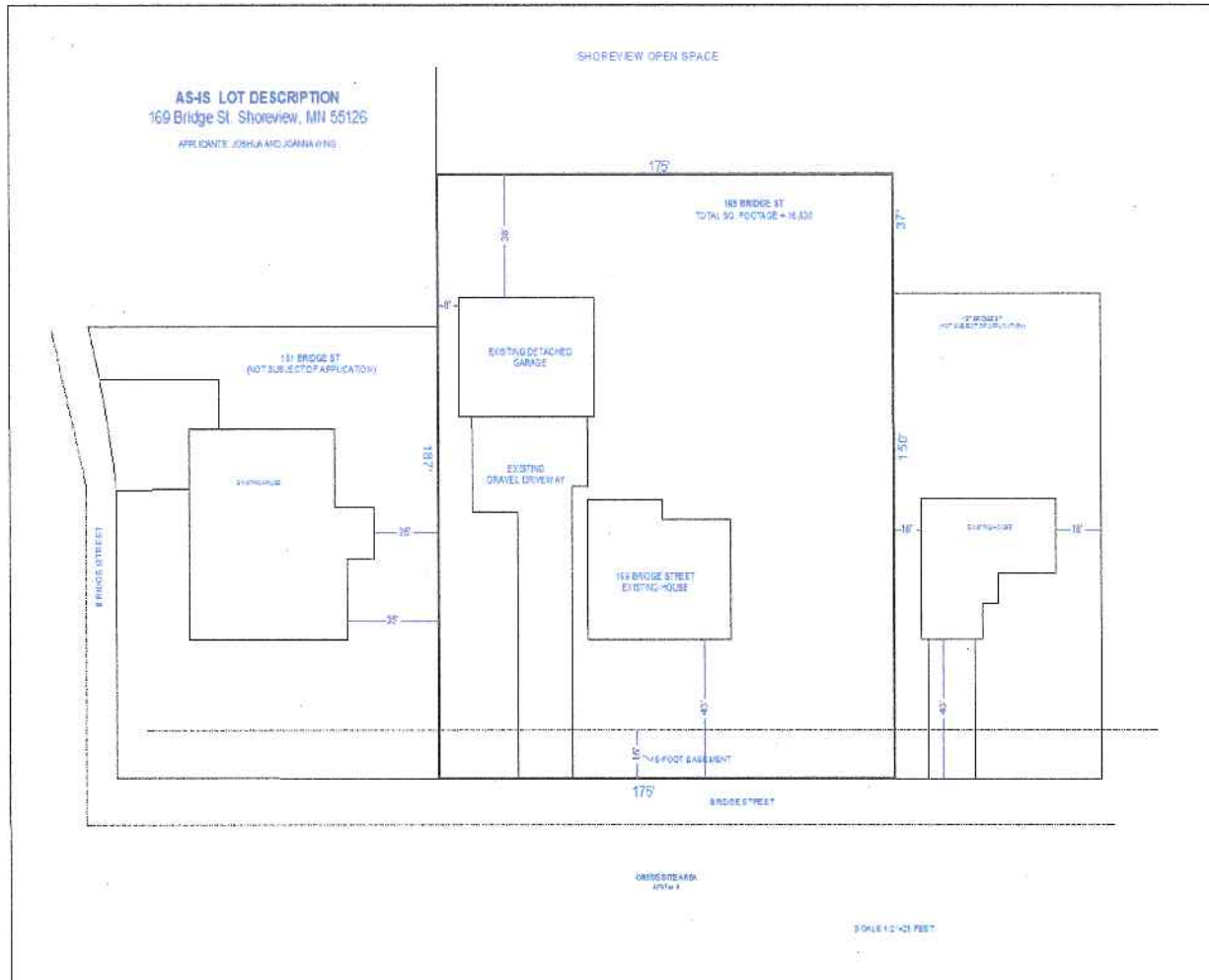
Sincerely,

Josh and Joanna Wing

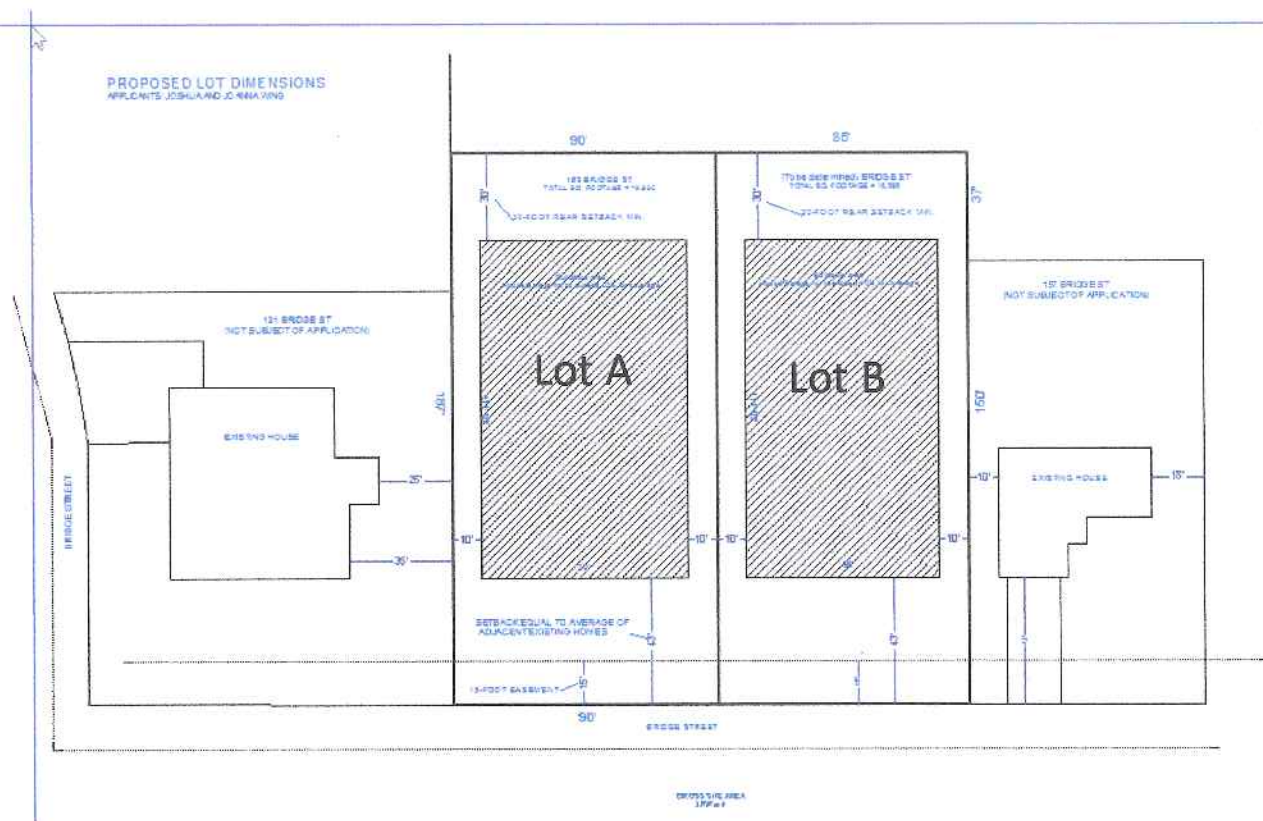
8. Addresses letter from Feb. 26th was mailed to:

First Name	Last Name	Address	City	State	Zip
David	Hentges	220 Bridge St.	Shoreview	MN	55126
John	Miller	223 Bridge St.	Shoreview	MN	55126
Susan	Lee	215 Bridge St.	Shoreview	MN	55126
Noel	Turner	209 Bridge St.	Shoreview	MN	55126
Barbara	Yarusso	201 Bridge St.	Shoreview	MN	55126
Richard	Martinek	195 Bridge St.	Shoreview	MN	55126
Neil	Meyer	185 Bridge St.	Shoreview	MN	55126
Brian	Westhoff	181 Bridge St.	Shoreview	MN	55126
John	Andreozzi	157 Bridge St.	Shoreview	MN	55126
Kelly	Cerny	149 Bridge St.	Shoreview	MN	55126
Christopher	Jones	160 Bridge St.	Shoreview	MN	55126
Peter	Berglund	162 Bridge St.	Shoreview	MN	55126
Robert	Goebel	164 Bridge St.	Shoreview	MN	55126
Curtis	Pederson	170 Bridge St.	Shoreview	MN	55126
David	Holm	180 Bridge St.	Shoreview	MN	55126
Ronald	Moss	184 Lion Ln	Shoreview	MN	55126
Howard	Krohn	194 Lion Ln.	Shoreview	MN	55126
John	Towle	200 Lion Ln.	Shoreview	MN	55126
Dale	Grossman	195 Lion Ln.	Shoreview	MN	55126
Kathleen	Madvig	205 Lion Ln.	Shoreview	MN	55126
Scott	Steil	213 Lion Ln.	Shoreview	MN	55126
Peter	Panos	220 Galtier Pl.	Shoreview	MN	55126
Beth	Sipe	218 Galtier Pl.	Shoreview	MN	55126
Rosemary	Swingle	216 Galtier Pl.	Shoreview	MN	55126
Charles	Holm	214 Galtier Pl.	Shoreview	MN	55126
Glenn	Grieder	140 Galtier Pl.	Shoreview	MN	55126
Albert	Porter	4525 Rice St.	Shoreview	MN	55126
James	Christiansen	4521 Rice St.	Shoreview	MN	55126
Robert	Pate	4505 Rice St.	Shoreview	MN	55126
Robert	Stewart	191 Jansa Dr.	Shoreview	MN	55126
Michael	Iverson	183 Jansa Dr.	Shoreview	MN	55126
Patrick	Dupaul	175 Jansa Dr.	Shoreview	MN	55126
Brian	Harms	165 Jansa Dr.	Shoreview	MN	55126
Courtney	Hedberg	4424 Jansa Dr.	Shoreview	MN	55126

8. AS-IS Property Description (not to scale):



9. Proposed Property Description (not to scale):

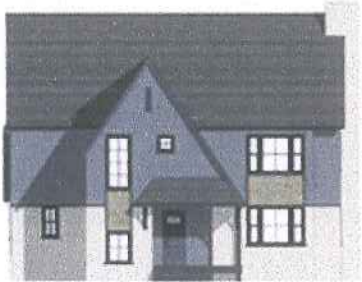


Lot A = 187 X 90 (16,830 Sq. Ft)

Lot B = 187 X 85 (15,895 Sq. Ft)

Total Gross Site Area = 32,725 (.75 Acres)

10. House Concepts under consideration:



All images copyright ©2011 - 2013 The Nest
<http://www.thenestvictorgardens.com/#/homes>

For questions/concerns: Please contact Josh Wing
at joshwing@gmail.com or 612-669-8903

EXISTING LEGAL DESCRIPTION

That part of the North Half of the South Half of the Northeast Quarter of the Northeast Quarter of Section 24, Township 30, Range 23, Ramsey County, Minnesota, described as follows:

Commencing at the southeast corner of said north half of the south half of the northeast quarter of the northeast quarter; thence north, assumed bearing, along the east line of said north half of the south half of the northeast quarter of the northeast quarter 23.35 feet; thence North 88 degrees 39 minutes 45 seconds West parallel to the south line of said northeast quarter of the northeast quarter 229.51 feet to the point of beginning; thence North 88 degrees 39 minutes 45 seconds West 175 feet; thence North 187 feet; thence South 88 degrees 39 minutes 45 seconds East 175.00 feet; thence South 187.00 feet to the point of beginning.

PROPOSED PARCEL "A" LEGAL DESCRIPTION

That part of the North Half of the South Half of the Northeast Quarter of the Northeast Quarter of Section 24, Township 30, Range 23, Ramsey County, Minnesota, described as follows:

Commencing at the southeast corner of said north half of the south half of the northeast quarter of the northeast quarter; thence north, assumed bearing, along the east line of said north half of the south half of the northeast quarter of the northeast quarter 23.35 feet; thence North 89 degrees 19 minutes 55 seconds West, parallel to the south line of said northeast quarter of the northeast quarter 314.51 feet to the point of beginning; thence continuing North 89 degrees 19 minutes 55 seconds West 90.00 feet; thence North 00 degrees 40 minutes 10 seconds West 187.00 feet; thence South 89 degrees 19 minutes 55 seconds East 90.00 feet; thence South 00 degrees 40 minutes 10 seconds East 187.00 feet to the point of beginning.

PROPOSED PARCEL "B" LEGAL DESCRIPTION

That part of the North Half of the South Half of the Northeast Quarter of the Northeast Quarter of Section 24, Township 30, Range 23, Ramsey County, Minnesota, described as follows:

Commencing at the southeast corner of said north half of the south half of the northeast quarter of the northeast quarter; thence north, assumed bearing, along the east line of said north half of the south half of the northeast quarter of the northeast quarter 23.35 feet; thence North 89 degrees 19 minutes 55 seconds West, parallel to the south line of said northeast quarter of the northeast quarter 229.51 feet to the point of beginning; thence continuing North 89 degrees 19 minutes 55 seconds West 85.00 feet; thence North 00 degrees 40 minutes 10 seconds West 187.00 feet; thence South 89 degrees 19 minutes 55 seconds East 85.00 feet; thence South 00 degrees 40 minutes 10 seconds East 187.00 feet to the point of beginning.

NOTES

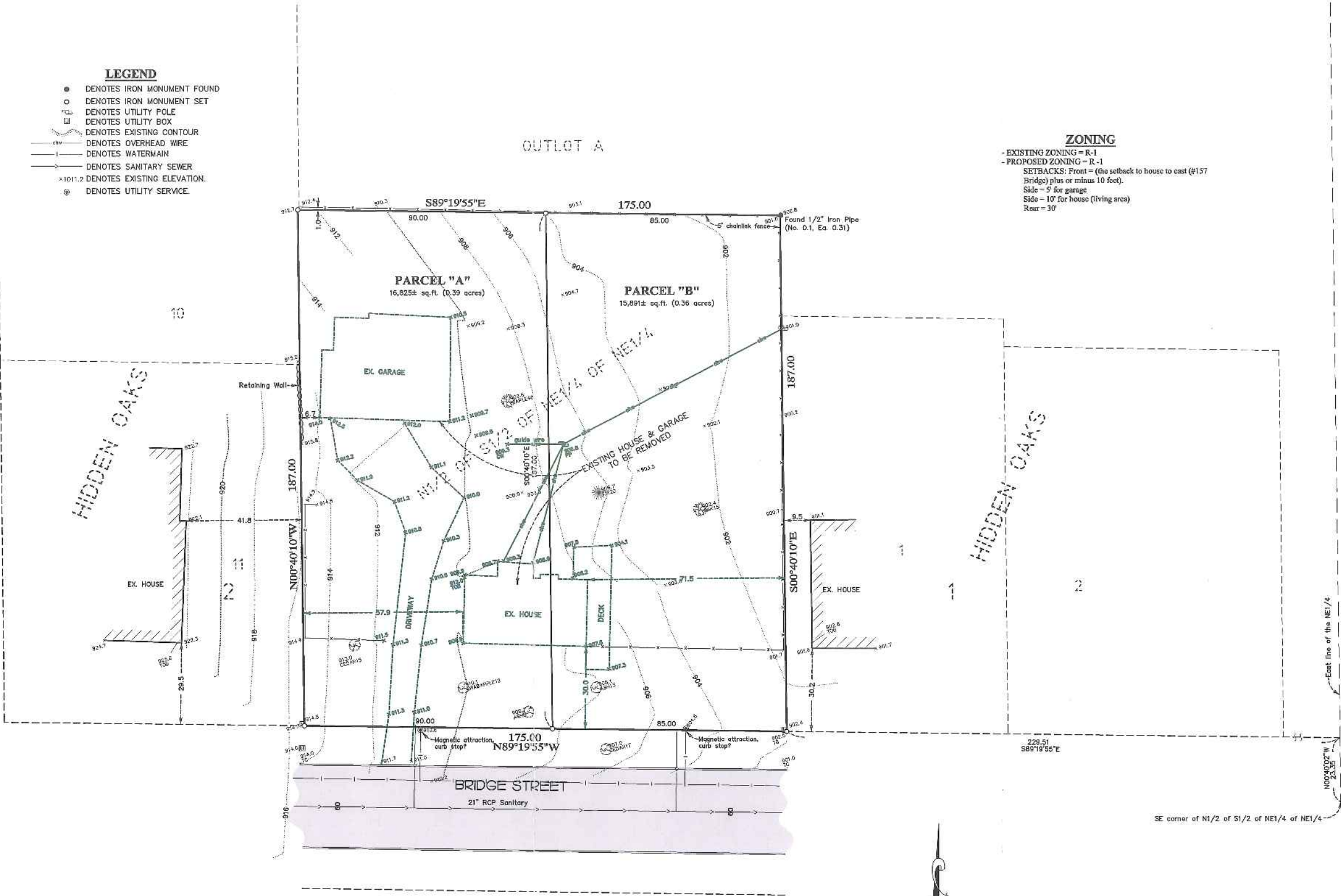
- 2 foot Contour Interval
- N.G.V.D. Vertical Datum
- Topography Collected in Field on 03/04/13.
- Bearing's shown are on assumed datum.
- This survey was completed 03/04/13, in the middle of the Minnesota snow/winter season. There may be improvements/features in addition to those shown hereon that were not located due to snow/ice cover.

LEGEND

- DENOTES IRON MONUMENT FOUND
- DENOTES IRON MONUMENT SET
- DENOTES UTILITY POLE
- DENOTES UTILITY BOX
- DENOTES EXISTING CONTOUR
- DENOTES OVERHEAD WIRE
- DENOTES WATERMAIN
- DENOTES SANITARY SEWER
- ×1011.2 DENOTES EXISTING ELEVATION.
- ⊕ DENOTES UTILITY SERVICE.

ZONING

- EXISTING ZONING = R-1
- PROPOSED ZONING = R-1
- SETBACKS: Front = (the setback to house to east (#157 Bridge) plus or minus 10 feet).
- Side = 5' for garage
- Side = 10' for house (living area)
- Rear = 30'



**SUBDIVISION AGREEMENT
JOSH AND JOANNA WING
169 BRIDGE STREET**

1.0 THIS AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (hereinafter the "City") and Josh and Joanna Wing, his successors and assigns (hereinafter the "Developer").

2.0 On April 1st, 2013 the City gave approval to subdivide certain property located within the City and described as follows (hereinafter the "subject property")

That part of the North Half of the South Half of the Northeast Quarter of the Northeast Quarter of Section 24, Township 30, Range 23, Ramsey County, Minnesota, described as follows:

Commencing at the southeast corner of said north half of the south half of the northeast quarter of the northeast quarter; thence north, assumed bearing, along the east line of said north half of the south half of the northeast quarter of the northeast quarter 23.35 feet; thence North 88 degrees 39 minutes 45 seconds West parallel to the south line of said northeast quarter of the northeast quarter 229.51 feet to the point of beginning; thence North 88 degrees 39 minutes 45 seconds West 175 feet; thence North 187 feet; thence South 88 degrees 39 minutes 45 seconds East 175.00 feet; thence South 187.00 feet to the point of beginning.

*(commonly known as 169 Bridge Street)
Property Identification Number 24-30-23-11-0094*

Which when subdivided will be legally described as:

See Attached Survey

3.0 Pursuant to City Ordinances, the Developer is required:

- A. To make certain improvements to the subject property.
- B. To provide the City with a form of surety, approved by the City's Attorney, insuring completion of any required improvements which remain incomplete at the time of the Developer's request for final approval.
- C. To make a public land dedication to the City or, in lieu thereof at the discretion of the City Council, to make a cash equivalent payment prior to recording the deeds for the parcels.
- D. To follow certain procedures, as determined by the City, to control soil erosion during the development of the subject property.

4.0 The approval of the City's council was subject to the terms and conditions contained herein, and the following conditions as approved by the City Council on April 1, 2013:

- A. The minor subdivision shall be in accordance with the plans submitted.

- B. For Parcel B, a Public Recreation Use Dedication fee as required by Section 204.020 of the Development Regulations must be paid before a building permit is issued for a new home on the property. The fee will be 4% of the fair market value of the property.
- C. Public drainage and utility easements shall be dedicated to the City as required by the Public Works Director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
- D. The applicants shall enter into a Subdivision Agreement with the City. This agreement shall be executed prior to the City's release of the deeds for recording. A Development Agreement will also be required for the construction of new homes on each parcel.
- E. Driveways and all other work within the Bridge Street right-of-way are subject to the permitting authority of the City of Shoreview.
- F. A tree protection plan shall be submitted prior to issuance of a building permit (including the demolition permit). The approved plan shall be implemented prior to the commencement of work on the property and maintained during the period of construction. The protection plan shall include wood chips and protective fencing at the drip line of the retained trees.
- G. An erosion control plan shall be submitted with the building permit application for each parcel and implemented during the construction of the new residence.
- H. A final site-grading plan shall be submitted and approved prior to issuance of a building permit.
- I. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

5.0 Terms and Conditions. In compliance with the requirements of the City's Development Regulations; in compliance with the City Council's conditions of approval; and in consideration of the undertakings herein expressed, the City and Developer agree as follows:

- A. Conditions Precedent. Prior to the City's endorsement of the Deed of Conveyance which will effectuate the subdivision of the Subject Property into Parcel A and B, the Developer shall:
 - 1. Pay Public Use Dedication Fee. For Parcel B, a public recreation use dedication fee in the form of a Cash Equivalent Payment based on the fair market value of Parcel B by reference to current market data, if available, or by obtaining an appraisal of the land from a licensed real estate appraiser is required. The Developer shall pay the cost of such appraisal. The fair market value conclusions of the appraiser shall be conclusive. Except as hereinafter provided, the cash equivalency payment shall be due and payable on or before the issuance of a building permit for Parcel B. The Cash Equivalency Payment required on a residential use depends upon the density of dwelling units per acre on the proposed development or subdivision. The proposed development has a density of 0 to 2 units per acre, therefore, **the Cash Equivalency Payment shall equal 4% of the fair market value.** A Fee is not required for Parcel A. Credit will be given for the existing dwelling, the majority of which is on Parcel A.
 - 2. Public Easements. Drainage and Utility easements shall be conveyed to the City as required by the Public Works Director as required by the Municipal Code. A 10-foot

wide easement along Bridge Street is required in addition to 5-foot easements along the side and rear property lines.

3. Demolition. Prior to the City's release of the deed for recording, the Developer shall obtain a Demolition Permit and demolish the existing residence, garage and other ancillary site improvements.
4. Maintenance of Private Sanitary Sewer and Water Services. Developer agrees that all sanitary sewer and water facilities, pipes or appurtenances installed on the Subject Property are private, and Developer, its successors and assigns, shall be solely responsible for the maintenance, repair and replacement of such sanitary sewer and water improvements.

6.0 Default. The occurrence of any of the following after written notice from the City shall be considered an "Event of Default" in the terms and conditions contained in this Agreement. Said default shall be cured within a reasonable time period as specified by the City.

- A. The failure of the Developer to comply with any of the terms and conditions contained in this Agreement;
- B. The failure of the Developer to comply with any applicable ordinance or statutes with respect to the development and operation of the subject property.

7.0 Remedies. Upon the occurrence of an Event of Default, the City, in addition to any other remedy which may be available to it shall be permitted to do the following:

- A. The City may make advances or take other steps to cure the default, and where necessary, enter the subject property for that purpose. The Developer shall pay all sums so advanced or expenses incurred by the City upon demand, with interest from the dates of such advances or expenses at the rate of 10% per annum. No action taken by the City pursuant to this section shall be deemed to relieve the Developer from curing any such default to the extent that it is not cured by the City or from any other default hereunder. The City shall not be obligated, by virtue of the existence or exercise of this right, to perform any such act or cure any such default.
- B. The Developer shall save, indemnify, and hold harmless, including reasonable attorneys fees, the City from any liability or other damages, which may be incurred as a result of the exercise of the City's rights pursuant to this section.
- C. Obtain an order from a court of competent jurisdiction requiring the Developer to specifically perform its obligations pursuant to the terms and provisions of this Agreement.
- D. Exercise any other remedies, which may be available to it, including an action for damages.
- E. Withhold the issuance of a building permit and/or prohibit the occupancy of any building(s) for which permits have been issued.

- F. In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an Event of Default, the Developer shall pay to the City all fees and expenses, including reasonable attorneys fees, incurred by the City as a result of the Event of Default, whether or not a lawsuit or other action is formally commenced or taken.

8.0 **IN WITNESS WHEREOF**, the City and the Developer have executed this Agreement.

Approved by the City Council of Shoreview, Minnesota, this **1st day of April, 2013**.

DEVELOPER

Josh Wing

Joanna Wing

CITY OF SHOREVIEW

Sandra C. Martin, Mayor

Terry Schwerm, City Manager

DEVELOPMENT AGREEMENT

PARCEL A – 171 BRIDGE STREET

1.0 THIS AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (hereinafter the “City”) and Josh and Joanna Wing, their successors and assigns (hereinafter the “Developer”).

2.0 On April 1, 2013 the City gave approval to subdivide and develop certain property located within the City and described as follows (hereinafter the “subject property”)

That part of the North Half of the South Half of the Northeast Quarter of the Northeast Quarter of Section 24, Township 30, Range 23, Ramsey County, Minnesota, described as follows:

Commencing at the southeast corner of said north half of the south half of the northeast quarter of the northeast quarter; thence north, assumed bearing, along the east line of said north half of the south half of the northeast quarter of the northeast quarter 23.35 feet; thence North 88 degrees 39 minutes 45 seconds West parallel to the south line of said northeast quarter of the northeast quarter 229.51 feet to the point of beginning; thence North 88 degrees 39 minutes 45 seconds West 175 feet; thence North 187 feet; thence South 88 degrees 39 minutes 45 seconds East 175.00 feet; thence South 187.00 feet to the point of beginning.

*(commonly known as 169 Bridge Street)
Property Identification Number 24-30-23-11-0094*

Which when subdivided will be legally described as:

See Attached Survey

3.0 Pursuant to City Ordinances, the Developer is required:

- A. To make certain improvements to the subject property.
- B. To provide the City with a form of surety, approved by the City’s Attorney, insuring completion of any required improvements which remain incomplete at the time of the Developer’s request for final approval.
- C. To make a public land dedication to the City or, in lieu thereof at the discretion of the City Council, to make a cash equivalent payment prior to recording the deeds for the parcels.
- D. To follow certain procedures, as determined by the City, to control soil erosion during the development of the subject property.

4.0Terms and Conditions. In compliance with the requirements of the City's Development Regulations; in compliance with the City Council's conditions of approval; and in consideration of the undertakings herein expressed, the City and Developer agree as follows:

A. Conditions Precedent. Prior to the City's issuance of a building permit for a new home on Parcel A, the Developer shall:

1. Grading, Drainage and Erosion Control Plan. The Developer shall prepare a grading, drainage erosion control plan for any site work that disturbs soil on the Subject Property, including, but not limited to, utility work, construction of a new house or installation of a new driveway. No site grading shall occur prior the Developer obtaining a Grading or Building Permit approved and issued by the City and prior to the installation of approved erosion control measures. The natural drainage pattern shall be retained. Additional information may be required regarding the area of standing water as identified on the survey.

To ensure erosion control during the development of the subject property, the Developer is required to submit a financial surety deposit, in a form approved by the Public Works Director. Said deposit shall be submitted prior to the issuance of a building permit.

2. Maintenance of Private Sanitary Sewer and Water Services. Developer agrees that all sanitary sewer and water facilities, pipes or appurtenances located on the Subject Property are private, and Developer, its successors and assigns, shall be solely responsible for the maintenance, repair and replacement of such sanitary sewer and water improvements.
3. Tree Preservation. Trees shall be preserved as possible. Protective tree fencing shall be installed in accordance with the City's Vegetation and Woodlands Ordinance. A wood chip berm, a minimum of 2 feet wide and 18 inches deep, shall be installed inside of the tree protection fence. The tree protection fence and wood chip berm shall be maintained during the period of site work. Minor revisions to the plan may be permitted with approval by the City Planner.
4. Tree Replacement. The Developer, his assigns, or successors in interest, shall submit a tree removal and replacement plan with any building permit application for the Subject Property. The plan shall show the location of Landmark Trees, as defined in the Municipal Code, within **30 feet of the limits** of construction and the construction access drive and identify any Landmark Trees that will be removed. The plan shall show the proposed replacement trees and their locations. Replacement trees are required at a ratio of one (1) replacement tree is required for each Landmark Tree removed. A refundable landscape escrow shall be submitted to ensure the installation of replacement tress as required. The amount of said surety shall be based on the number landmark trees removed, at a rate of \$250.00 per landmark tree.

5. Construction Management. The Developer and its contractors and subcontractors shall work to minimize impacts from construction on the surrounding neighborhood by:

A. Definition of Construction Area. The limits of the Project Area shall be defined with heavy-duty erosion control fencing of a design approved by the Public Works Director. Any grading, construction or other work outside this area requires approval by the Public Works Director and property owner.

B. Parking and Storage of Materials. Adequate on-site parking for construction vehicles and employees must be provided or provisions must be made to have employees park off-site and be shuttled to the Project Area. No parking of construction vehicles or employee vehicles shall occur along Rice Street. No fill, excavated material or construction materials shall be stored in any public right-of-way.

C. Hours of Construction. Hours of construction, including moving of equipment shall be limited to the hours between 7:00 a.m. and 7:00 p.m. on weekdays and 8:00 a.m. and 6:00 p.m. on any weekend or holiday.

D. Site Maintenance. The Developer shall ensure that the contractor maintains a clean work site. Measures shall be taken to prevent debris, refuse and other materials from leaving the site. Construction debris and other refuse generated from the project shall be removed from the site in a timely fashion and/or upon the request by the City.

5.0 Other Costs. In addition to the other fees required by the City regulations for this agreement, the Developer agrees to reimburse the City for all costs, of whatever kind or nature, incurred by the City in reviewing or processing the Developer's application or administration of the installation of public infrastructure, including but not limited to costs incurred for legal or other consultants.

6.0 All Costs Responsibility of Developer. The Developer agrees to pay for all costs incurred of whatever kind or nature in order to construct the improvements required by the City's regulations. The City shall not be obligated to pay the Developer or any of its agents or contractors for any costs incurred in connection with the construction of the improvements, or the development of the property. The Developer agrees to hold the City harmless from any and all claims of whatever kind or nature which may arise as a result of the construction of the improvements, the development of the property or the acts of the Developer, its agents or contractors in relationship thereto.

7.0 Financial Surety Escrows. The Developer is required to submit financial surety escrows as identified in this agreement. The developer agrees to reimburse the City at a rate of \$55.00 per hour for each hour or fraction thereof used by a City employee in the administration of the Escrow Agreement. The obligations imposed by this paragraph shall commence on the date of execution of this agreement. THE DEVELOPER UNDERSTANDS THAT THE

CITY WILL NOT ISSUE A BUILDING PERMIT FOR CONSTRUCTION OF ANY NEW RESIDENCE ON TRACT B PRIOR TO RECEIPT OF THESE SURETY DEPOSITS.

- A. The developer shall not receive interest on the amount of the surety.
- B. The developer agrees that the surety may be utilized by the City to ensure compliance with the terms of the Development Agreement For Grading, Drainage and Erosion Control and to maintain all utility construction on the site, including the cleaning of road surfaces and storm sewer systems, as determined by the Engineering Department. The surety may also be utilized for clean-up or restoration of areas off of the construction site that are directly or indirectly impacted by conditions on the site.
- C. The developer agrees, upon written notification from the Public Works Director that proper erosion control methods are not being taken, to remedy the problem identified within 48 hours. In the event the remedy is not satisfactorily in place within that time period, the Developer acknowledges that the City may utilize the surety to complete the necessary work.
- D. Any funds not so utilized by the City shall be returned to the Developer once the Public Works Director has determined that the need for erosion control has been satisfied.
- E. Any soils transported to this site or exposed on the site shall be seeded consistent with a plan approved by the Public Works Director.
- F. This agreement shall not supersede any specifications required by the Public Works Director on the approved grading plan.

8.0 Other Agency Approvals. It is the Developer's responsibility to apply for and to acquire all other required agency permits prior to commencing construction.

9.0 Default. The occurrence of any of the following after written notice from the City shall be considered an "Event of Default" in the terms and conditions contained in this Agreement. Said default shall be cured within a reasonable time period as specified by the City.

- A. The failure of the Developer to comply with any of the terms and conditions contained in this Agreement;
- B. The failure of the Developer to comply with any applicable ordinance or statutes with respect to the development and operation of the subject property.

10.0 Remedies. Upon the occurrence of an Event of Default, the City, in addition to any other remedy which may be available to it shall be permitted to do the following:

- A. The City may make advances or take other steps to cure the default, and where necessary, enter the subject property for that purpose. The Developer shall pay all sums so advanced or expenses incurred by the City upon demand, with interest from the dates of

such advances or expenses at the rate of 10% per annum. No action taken by the City pursuant to this section shall be deemed to relieve the Developer from curing any such default to the extent that it is not cured by the City or from any other default hereunder. The City shall not be obligated, by virtue of the existence or exercise of this right, to perform any such act or cure any such default.

- B. The Developer shall save, indemnify, and hold harmless, including reasonable attorneys fees, the City from any liability or other damages, which may be incurred as a result of the exercise of the City's rights pursuant to this section.
- C. Obtain an order from a court of competent jurisdiction requiring the Developer to specifically perform its obligations pursuant to the terms and provisions of this Agreement.
- D. Exercise any other remedies, which may be available to it, including an action for damages.
- E. Withhold the issuance of a building permit and/or prohibit the occupancy of any building(s) for which permits have been issued.
- F. In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an Event of Default, the Developer shall pay to the City all fees and expenses, including reasonable attorneys fees, incurred by the City as a result of the Event of Default, whether or not a lawsuit or other action is formally commenced or taken.

11.0 **IN WITNESS WHEREOF**, the City and the Developer have executed this Agreement.

Approved by the City Council of Shoreview, Minnesota, this **1st day of April, 2013**.

DEVELOPER

Josh Wing

Joanna Wing

r:\2011 pcf\2480-13-07169 Bridge Wing\developmentagreement\parcela

DEVELOPMENT AGREEMENT

PARCEL B -163 BRIDGE STREET

1.0 THIS AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (hereinafter the "City") and _____, their successors and assigns (hereinafter the "Developer").

2.0 On April 1, 2013 the City gave approval to subdivide and develop certain property located within the City and described as follows (hereinafter the "subject property")

That part of the North Half of the South Half of the Northeast Quarter of the Northeast Quarter of Section 24, Township 30, Range 23, Ramsey County, Minnesota, described as follows:

Commencing at the southeast corner of said north half of the south half of the northeast quarter of the northeast quarter; thence north, assumed bearing, along the east line of said orth half of the south half of the northeast quarter of the northeast quarter 23.35 feet; thence North 88 degrees 39 minutes 45 seconds West parallel to the south line of said northeast quarter of the northeast quarter 229.51 feet to the point of beginning; thence North 88 degrees 39 minutes 45 seconds West 175 feet; thence North 187 feet; thence South 88 degrees 39 minutes 45 seconds East 175.00 feet; thence South 187.00 feet to the point of beginning.

*(commonly known as 169 Bridge Street)
Property Identification Number 24-30-23-11-0094*

Which when subdivided will be legally described as:

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4.0Terms and Conditions. In compliance with the requirements of the City's Development Regulations; in compliance with the City Council's conditions of approval; and in consideration of the undertakings herein expressed, the City and Developer agree as follows:

A. Conditions Precedent. Prior to the City's issuance of a building permit for a new home on Parcel A, the Developer shall:

1. Pay Public Use Dedication Fee. For Parcel B, a public recreation use dedication fee in the form of a Cash Equivalent Payment based on the fair market value of Parcel B by reference to current market data, if available, or by obtaining an appraisal of the land from a licensed real estate appraiser is required. The Developer shall pay the cost of such appraisal. The fair market value conclusions of the appraiser shall be conclusive. Except as hereinafter provided, the cash equivalency payment shall be due and payable on or before the issuance of a building permit for Parcel B. The Cash Equivalency Payment required on a residential use depends upon the density of dwelling units per acre on the proposed development or subdivision. The proposed development has a density of 0 to 2 units per acre, therefore, **the Cash Equivalency Payment shall equal 4% of the fair market value.**
2. Grading, Drainage and Erosion Control Plan. The Developer shall prepare a grading, drainage erosion control plan for any site work that disturbs soil on the Subject Property, including, but not limited to, utility work, construction of a new house or installation of a new driveway. No site grading shall occur prior the Developer obtaining a Grading or Building Permit approved and issued by the City and prior to the installation of approved erosion control measures. The natural drainage pattern shall be retained. Additional information may be required regarding the area of standing water as identified on the survey.

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 - B. The Developer shall save, indemnify, and hold harmless, including reasonable attorneys fees, the City from any liability or other damages, which may be incurred as a result of the exercise of the City's rights pursuant to this section.
 - C. Obtain an order from a court of competent jurisdiction requiring the Developer to specifically perform its obligations pursuant to the terms and provisions of this Agreement.
 - D. Exercise any other remedies, which may be available to it, including an action for damages.
 - E. Withhold the issuance of a building permit and/or prohibit the occupancy of any building(s) for which permits have been issued.
 - F. In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an Event of Default, the Developer shall pay to the City all fees and expenses, including reasonable attorneys fees, incurred by the City as a result of the Event of Default, whether or not a lawsuit or other action is formally commenced or taken.

11.0 **IN WITNESS WHEREOF**, the City and the Developer have executed this Agreement.

Approved by the City Council of Shoreview, Minnesota, this **1st day of April, 2013**.

DEVELOPER

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To adopt Resolution 13-37 awarding the bid for the Bucher Park Renovation Project to Odesa II in the amount of \$449,751.00, and that the Mayor and City Manager be authorized to enter into a contract for this work.

ROLL CALL: AYES	_____	NAYS	_____
JOHNSON	_____		_____
QUIGLEY	_____		_____
WICKSTROM	_____		_____
WITHHART	_____		_____
MARTIN	_____		_____

Regular Council Meeting
February 19, 2013

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: MARCH 28, 2013

SUBJECT: AWARD OF BID—BUCHER PARK RENOVATION PROJECT

INTRODUCTION

The 2013 Capital Improvement Program includes funding for the redevelopment of Bucher Park located in northeast Shoreview. The City Council is being asked to approve Resolution 13-37 awarding the bid for the Bucher Park Renovation Project to the lowest responsible bidder.

BACKGROUND

In 2012, the City hired Brauer & Associates (now WSB & Associates) to assist in the development of an updated Master Plan for Bucher Park; and to prepare construction plans and specifications and provide construction management services. Brauer worked with the City Council, Park and Recreation Commission and staff to develop the attached Master Plan for Bucher Park. During the process, input was also received from neighborhood residents, as well as Shoreview Area Youth Baseball and North Suburban Soccer Association representatives.

Some of the key elements of the Master Plan include:

- New entryway and plaza area with a picnic shelter*
- Updated playground area (new playground equipment has already been approved)*
- Trail modifications and extensions*
- Drainage and landscaping improvements*
- Site amenities (picnic tables, benches, water fountain)*
- Plaza area and picnic shelter near soccer/baseball fields
- Regrading and installation of drain tile for three youth soccer fields
- Baseball field drainage improvements
- Trail fitness stations
- Shoreline improvements adjacent to wetland

*Items included in the base bid for the project

The City solicited sealed bids for this project. The bid package included several items noted above as part of the base bid; and five alternates that were included as separate bids. Bids for

this project were opened on March 26, 2013. The City received a total of eight bids as listed below:

<u>Company</u>	<u>Base Bid</u>	<u>Alternates</u>	<u>Total</u>
Blackstone Contractors	\$479,970.30	\$281,304.00	\$761,274.30
Fitol Hintz Construction	\$390,918.40	\$218,377.50	\$609,295.90
Max Steininger, Inc.	\$468,836.37	\$211,483.68	\$680,320.05
Odesa II	\$309,192.50	\$140,358.50	\$449,751.00
Peterson Companies	\$397,106.74	\$192,387.81	\$589,494.55
Sunram Construction	\$413,153.85	\$235,338.00	\$648,491.85
Urban Companies	\$391,170.00	\$196,120.00	\$587,290.00
TA Schifsky & Sons	\$435,406.60	\$207,922.00	\$643,328.60

The Architects' estimate for the base bid on this project was \$359,000 and bids ranged from \$309,192.50 to \$479,970.30. The Architects' estimate for the alternates was \$168,000.00 and bids ranged from \$138,058.00 to \$281,304.00.

After reviewing the bids, the Project Architect from WSB and staff recommend that the City Council award the bid (including the alternates) for the Bucher Park Renovation Project to Odesa II, the lowest responsible bidder, in the amount of \$449,751.00. All of the alternates are recommended since it will complete all of the key elements of the Master Plan at a very competitive bid price. The Capital Improvement Program includes \$510,000 for this project, with \$140,000 allocated from the fixed asset revolving fund and \$370,000 being allocated from the Capital Improvement Fund. The Council has already awarded the playground equipment bid to St. Croix Recreation in the amount of about \$98,000. The total capital cost of the project, with the alternates, will be \$545,250.50, slightly above the project estimate. The City's Capital Improvement Fund has a sufficient fund balance to cover the additional cost of this project.

Odesa II is the contractor that successfully completed the Sitzer Park renovation project. The Project Architect and Building and Grounds Supervisor believe they are an extremely capable contractor. The project is expected to begin this spring. The soccer field will be closed for a year, but it is anticipated that the baseball fields will be used throughout much of the summer.

RECOMMENDATION

Based on the foregoing information, staff recommended that the City Council adopt Resolution 13-37 awarding the bid for the Bucher Park Renovation Project to Odesa II in the amount of \$449,751.00, and that the Mayor and City Manager be authorized to enter into a contract for this work.



Engineering ■ Planning ■ Environmental ■ Construction

701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: 763-541-4800
Fax: 763-541-1700

March 28th, 2013

City of Shoreview
Attn: Terry Schwerm, City Manager
4600 North Victoria Street
Shoreview, MN 55126

Re: Recommendation to accept bid for the Bucher Park Site Improvement Project

Dear Mr. Schwerm:

A total of 8 bids were received for this park improvement project. WSB & Associates, Inc. has reviewed the submitted bids and some minor errors were found and corrected, but they did not affect the overall low bid ranking. Odesa II has submitted the lowest qualified bid for this project.

We recommend the City of Shoreview execute a contract with Odesa II for the Base Bid work, plus the desired alternates. We also recommend setting aside a minimum construction contingency of 10% of the construction budget to allow for any unknowns on the site that may require changes to the construction.

The final bid amounts are as follows:

Base Bid Total:	\$309,192.50
Add Alternate #1: (Ballfield Plaza Area)	\$57,850.00
Add Alternate #2: (Trail Fitness Stations)	\$14,396.00
Add Alternate #3: (Soccer Field Improvements)	\$54,562.50
Add Alternate #4: (Ballfield Drain Tile Improvements)	\$11,450.00
Add Alternate #5: (Shoreline Improvements)	\$2,300.00
Base Bid + Add Alternates Total:	\$449,751.00

It has been a pleasure working with the City on this project and I eagerly look forward to seeing this project move ahead into construction. If you have any questions or concerns, please call me at (763)231-4848.

2046-01

Bidders List

Bid Date: 3/26/13
Bid Time: 2:00 p.m.

City of Shoreview

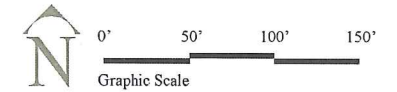
Project Description:
Bucher Park
Site Improvement Project

Project Manager: Candace Amberg

Contractor	Bid Security (5%)	Addendum #1	Total Base Bid	Total Add Alternate Bid
ACI Asphalt Contractors Inc.				
Blackstone Contractors	YES	YES	\$ 479,970.30	\$ 281,304.00
Cobalt Contracting, Inc.				
Custom Builders Inc.				
Fitol Hintz Construction, Inc.	YES	YES	\$ 390,918.40	\$ 218,377.50
Fratallone Companies				
GL Contracting Inc.				
GMH Asphalt Corporation				
Matt Bullock Contracting Co., Inc.				
Max Steininger, Inc.	YES	YES	\$ 468,836.37	\$ 211,483.68
Midwest Asphalt Corporation				
Northwest Asphalt Inc.				
ODESA II	YES	YES	\$ 309,192.50	\$ 140,358.50
Peterson Companies	YES	YES	\$ 397,106.74	\$ 192,387.81
Sunram Construction, Inc.	YES	YES	\$ 413,153.85	\$ 235,338.00
Urban Companies	YES	YES	\$ 391,170.00	\$ 196,120.00
TA SHLESKY & SONS	YES	YES	\$ 435,406.60	\$ 207,928.00

Bucher Park - Preliminary Master Plan

County Road J



Trail Connection:

Park trail connects to trail along County Road J along Mackubin Street

Fitness Stations:

New fitness stations placed along the park trail

Parking Lot:

Remains as is with removed island and improved HC parking stalls

Playground:

Improved playground - refer to enlargement plan

Entrance Plaza:

Entrance plaza for improved sense of entry into the park with ornamental fencing and planting beds - refer also to enlargement plan

Monument Sign:

Park monument sign surrounded by ornamental landscaping

Trail Modifications:

Park trails slightly modified in specific areas to improve site access, improve drainage, enhance curvilinear flow through the park, and to provide additional separation by the sledding hill

Infiltration Basin:

Expanded and improved basin with naturalized edge and small seating area overlooking basin

Landscape Improvements:

Added landscaping internal to the park, increase screening / buffering in some areas, add native plants along shoreline, remove invasives and open select views of pond

Ballfield Improvements:

Improve drainage, add plaza space for proper access to seating areas, relocate small shelter to plaza and add safety netting to avoid stray balls flying onto both playground areas and spectator seating

Themed Play Area:

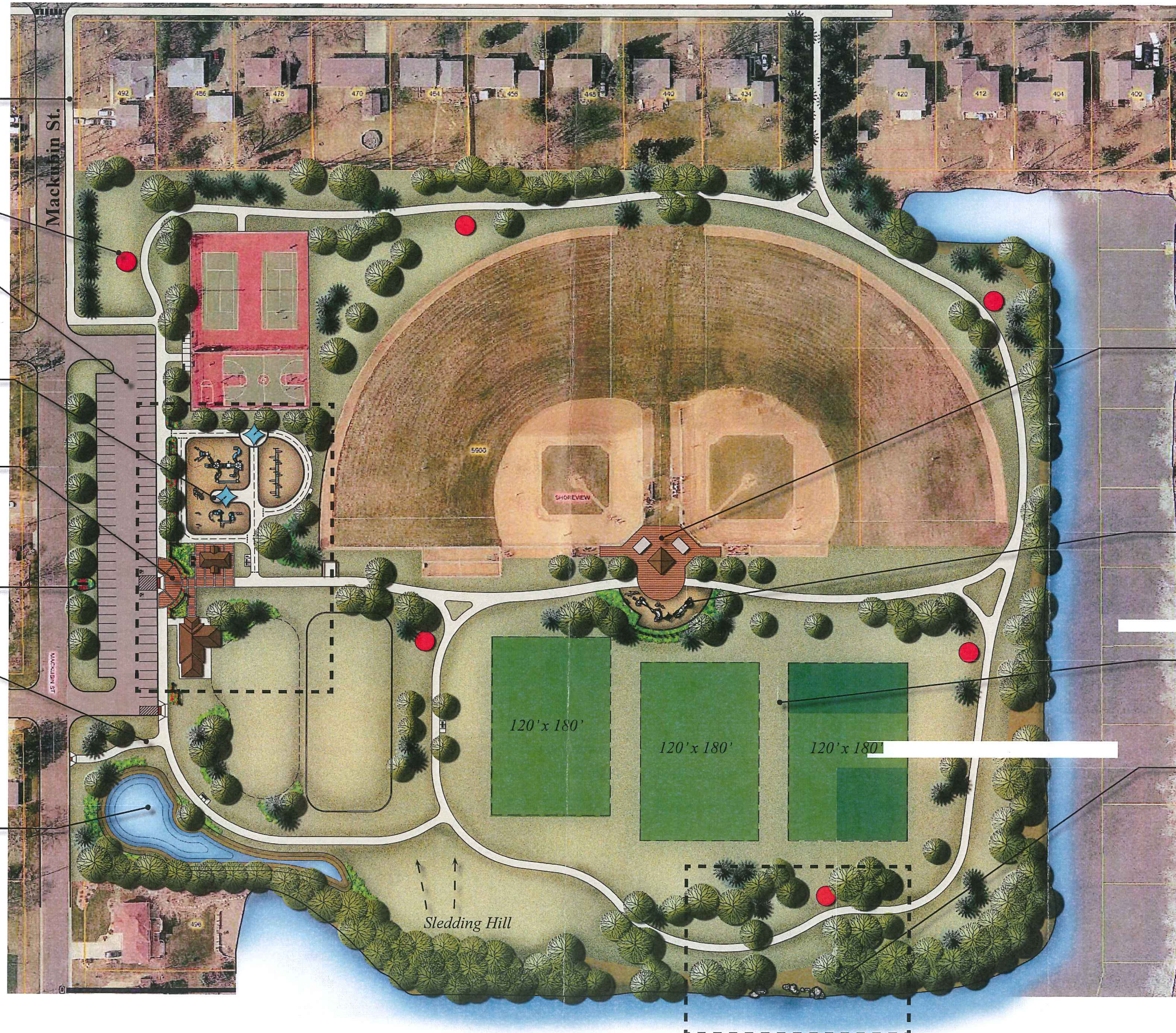
Creative playground area with themed play - fencing along south side to control stray soccer balls

Soccer Improvements:

Improve drainage and provide approx. 30' between each field

Pond Edge

Allow for a naturalized edge along the pond and open up select views of water - refer to enlargement plan for additional information



Sledding Hill

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD APRIL 1, 2013**

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on April 1, 2013 at 7:00 p.m.

The following members were present:

And the following members were absent:

Councilmember introduced the following resolution and moved its adoption.

RESOLUTION NO. 13-37

AWARD OF BID—BUCHER PARK RENOVATION PROJECT

WHEREAS, pursuant to the advertisement for bids for improvements at Bucher Park, bids were received, opened and tabulated according to law, and the attached bid tabulation complies with the advertisement.

WHEREAS, pursuant to the attached bid tabulation, the low bidder for the project is Odesa II in the amount of \$449,751.00; and

WHEREAS, it is in the best interest of the City to accept the lowest responsible bid for the Bucher Park Improvements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SHOREVIEW, MINNESOTA, THAT:

1. All bids were submitted on March 26, 2013.
2. The bid from Odesa II for the Bucher Park improvements in the amount of \$449,751.00, including Alternates 1-5 is hereby accepted and the Mayor and City Manager are authorized to enter a construction contract with Odesa II, the lowest responsible bidder.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted the 1st day of April, 2013.

STATE OF MINNESOTA)

COUNTY OF RAMSEY)

CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified City Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council on the 1st day of April, 2013, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to the award of bid for Bucher Park.

WITNESS MY HAND officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 2nd day of April, 2013.

Terry C. Schwerm, City Manager

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 13-35 supporting legislation authorizing the establishment of Municipal Street Improvement Districts.

ROLL CALL:	AYES	NAYS
JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
APRIL 1, 2013
MJM/

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER

FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR

DATE: MARCH 27, 2013

SUBJ: LEGISLATION FOR MUNICIPAL STREET IMPROVEMENT DISTRICTS

BACKGROUND

HF 745 and SF 607 have been introduced this legislative session that would allow cities to create Street Improvement Districts. The League of Minnesota Cities and MetroCities are both urging their members to support this proposed legislation.

DISCUSSION

The topic of transportation investment continues to be a major issue for all road authorities in Minnesota, including local government. The Statewide initiatives for job creation and business retention all presume that the necessary road system is in place and functional for its entire life cycle. The City Engineers Association and the American Public Works Association – Minnesota Chapter have been instrumental in helping the League of Minnesota Cities and MetroCities understand this topic from the local perspective, and have long supported their policies that seek authority for this tool to help fund city transportation system challenges.

Street Improvement Districts would give cities the authority to collect fees from property owners within a district to fund municipal street maintenance, construction, reconstruction and facility upgrades. The funding for those necessary city activities currently tends to rely primarily on tax levies and special assessments, which are problematic for funding public infrastructure throughout life cycles that reach out to 50 or more years. The attached briefing from the League of Minnesota Cities provides an excellent summary of the issues and how this authority would help cities address their infrastructure needs.

HF 745 and SF 607, introduced this legislative session, have been heard in several committees and met critical deadlines. Public Works and elected officials from Shoreview, Minnetonka, Eagan, Delano and Paynesville have testified in favor of these bills. The legislation has broad support from local government transportation advocates and the Street Improvement District concept was supported in the Minnesota Transportation Finance Advisory Committee report to the Governor last fall.

A copy of HF 745 is attached for reference.

RECOMMENDATION

Resolution 13-35 supporting legislation authorizing the establishment of Street Improvement Districts is provided for consideration.

draft

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD APRIL 1, 2013**

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on April 1, 2013, at 7:00 p.m. The following members were present:

and the following members were absent:.

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 13-35

**SUPPORTING LEGISLATION AUTHORIZING THE ESTABLISHMENT OF MUNICIPAL
STREET IMPROVEMENT DISTRICTS**

WHEREAS, Minnesota contains over 135,000 miles of roadway, and over 19,000 miles—or 14 percent—are owned and maintained by Minnesota's 853 cities; and

WHEREAS, 84 percent of municipal streets are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, the more than 700 Minnesota cities with populations below 5,000 are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, city streets are a separate but integral piece of the network of roads supporting movement of people and goods; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, maintenance costs increase as road systems age, and no city--large or small—is spending enough on roadway capital improvements to maintain a 50-year lifecycle; and

WHEREAS, for every one dollar spent on maintenance, a road authority saves seven dollars in repairs; and

WHEREAS, the Council of the City of Shoreview finds it is difficult to develop adequate funding systems to support the City's needed street improvement and maintenance programs while complying with existing State statutes; and

WHEREAS, cities need flexible policies and greater resources in order to meet growing demands for municipal street improvements and maintenance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SHOREVIEW, MINNESOTA THAT Shoreview supports enabling legislation that would authorize cities to establish street improvement districts to fund municipal street maintenance, construction and reconstruction.

The motion for the adoption of the foregoing resolution was duly seconded by Member , and upon vote being taken thereon, the following voted in favor thereof: ;

and the following voted against the same: .

WHEREUPON, said resolution was declared duly passed and adopted this 1st day of April, 2013.

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY)
)
CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 1st day of April, 2013, with the original thereof on file in my office and the same is a full, true and complete transcript there from insofar as the same relates to the support of legislation authorizing the establishment of municipal street improvement districts.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 2nd day of April 2013.

Terry Schwerm
City Manager



CONNECTING & INNOVATING
SINCE 1913

Briefing paper---2013

Minnesota cities and street improvement districts

League position

The League supports HF 745 (Erhardt, DFL-Edina) and SF 607 (Carlson, DFL-Eagan), legislation that would allow cities to create street improvement districts. This authority would allow cities to collect fees from property owners within a district to fund municipal street maintenance, construction, reconstruction, and facility upgrades. If enacted, this legislation would provide cities with an additional tool to build and maintain city streets.

Supporters

HF 745/SF 607 is also supported by the following organizations:

- Association of Metropolitan Municipalities
- Coalition of Greater Minnesota Cities
- Minnesota Association of Small Cities
- North Metro Mayors
- Minnesota Transportation Alliance
- City Engineers Association of Minnesota
- Minnesota Chapter of the American Public Works Association

Background

Just as the state has fallen behind in making transportation investments, some cities faced with budget challenges have made the difficult decision in recent years to hold off on scheduled street improvement projects. Maintenance projects, such as seal coating and overlays, can prolong the lifecycle of streets to 50 to 60 years. Without ongoing maintenance, the average life expectancy of local streets is approximately 25 to 30 years. For every \$1 spent on maintenance, a road authority saves \$7 in repairs. But this maintenance requires a reliable dedicated funding source other than the current volatile property tax system.

For the same reasons, cities are also falling behind on the reconstruction projects necessary to help keep property values stable; and, cities lack viable options for building new transportation infrastructure to attract and retain the investments by businesses that keep Minnesota's economy strong.

Existing funding mechanisms for street maintenance and reconstruction are inadequate. Special assessments can be onerous to property owners and are difficult to implement for some cities. Special assessments are not always useful for funding collector streets and other streets that do not abut private property. Property tax dollars are generally not dedicated and are sometimes diverted to more pressing needs such as public safety, water quality and cost participation in state and county highway projects. Municipal state aid (MSA) is limited to cities over 5,000 population--147

of 853 cities in Minnesota--and cannot be applied to more than 20% of a MSA city's lane miles. Existing MSA is not keeping up with needs on the MSA system.

Key messages

- This is enabling legislation. No city would be required to create a municipal street improvement district.
- The street improvement district authority legislation is modeled after Minn. Stat. 435.44, which allows cities to establish sidewalk improvement districts.
- This authority would provide a funding mechanism that is fair. It establishes a clear relationship between who pays fees and where projects occur, but stops short of the benefit test that sometimes makes special assessments vulnerable to legal challenges. It also does not prohibit cities from collecting fees from tax exempt properties within a district.
- Fees paid under a street improvement district would be deductible just as property taxes are.
- This tool allows cities to perform maintenance and reconstruction on schedule. Timely maintenance is essential to preserving streets and thereby protecting taxpayer investments.
- This tool would allow property owners to fund expensive projects by paying relatively small fees over time. The tool could be used to mitigate or eliminate the need for special assessments.

LMC Contact: Anne Finn, Assistant IGR Director, 651-281-1263, afinn@lmc.org

Updated March 13, 2013

This Document can be made available
in alternative formats upon request

State of Minnesota
HOUSE OF REPRESENTATIVES

EIGHTY-EIGHTH SESSION

H. F. No. 745

02/20/2013 Authored by Erhardt, Hornstein, Gunther, Torkelson and Bly
The bill was read for the first time and referred to the Committee on Government Operations
03/13/2013 Adoption of Report: Pass and re-referred to the Committee on Transportation Policy
03/20/2013 Adoption of Report: Pass as Amended and re-referred to the Committee on Transportation Finance

1.1 A bill for an act
1.2 relating to municipalities; authorizing municipalities to establish street
1.3 improvement districts and apportion street improvement fees within districts;
1.4 requiring adoption of street improvement plan; authorizing collection of fees;
1.5 proposing coding for new law in Minnesota Statutes, chapter 435.
1.6 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.7 Section 1. **[435.39] MUNICIPAL STREET IMPROVEMENT DISTRICTS.**

1.8 Subdivision 1. **Definitions.** (a) For the purposes of this section, the following terms
1.9 have the meanings given them.

1.10 (b) "Governing body" means the city council of a municipality.

1.11 (c) "Improvements" means construction, reconstruction, and facility upgrades
1.12 involving: right-of-way acquisition; paving; curbs and gutters; bridges and culverts and
1.13 their repair; milling; overlaying; drainage and storm sewers; excavation; base work;
1.14 subgrade corrections; street lighting; traffic signals; signage; sidewalks; pavement
1.15 markings; boulevard and easement restoration; impact mitigation; connection and
1.16 reconnection of utilities; turn lanes; medians; street and alley returns; retaining walls;
1.17 fences; lane additions; and fixed transit infrastructure, trails, or pathways. "Fixed transit
1.18 infrastructure" does not include commuter rail rolling stock, light rail vehicles, or
1.19 transit way buses; capital costs for park-and-ride facilities; feasibility studies, planning,
1.20 alternative analyses, environmental studies, engineering, or construction of transit ways;
1.21 or operating assistance for transit ways.

1.22 (d) "Maintenance" means striping, seal coating, crack sealing, pavement repair,
1.23 sidewalk maintenance, signal maintenance, street light maintenance, and signage.

1.24 (e) "Municipal street" means a street, alley, or public way in which the municipality
1.25 is the road authority with powers conferred by section 429.021.

2.1 (f) "Municipality" means a home rule charter or statutory city.

2.2 (g) "Street improvement district" means a geographic area designated by a
2.3 municipality and located within the municipality within which street improvements and
2.4 maintenance may be undertaken and financed according to this section.

2.5 Subd. 2. Authorization. A municipality may establish by ordinance municipal
2.6 street improvement districts and may defray all or part of the total costs of municipal
2.7 street improvements and maintenance by apportioning street improvement fees to all of
2.8 the developed parcels located in the district.

2.9 Subd. 3. Uniformity. The total costs of municipal street improvements and
2.10 maintenance must be apportioned to all developed parcels or developed tracts of land
2.11 located in the established street improvement district on a uniform basis within each
2.12 classification of real estate.

2.13 Subd. 4. Adoption of plan. Before establishing a municipal street improvement
2.14 district or authorizing a street improvement fee, a municipality must propose and adopt a
2.15 street improvement plan that identifies the location of the municipal street improvement
2.16 district and identifies and estimates the costs of the proposed improvements during the
2.17 proposed period of collection of municipal street improvement fees, which must be for
2.18 a period of at least five years and at most 20 years. Notice of a public hearing on the
2.19 proposed plan must be given by mail to all affected landowners at least 30 days before
2.20 the hearing and posted for at least 30 days before the hearing. At the public hearing, the
2.21 governing body must present the plan and all affected landowners in attendance must have
2.22 the opportunity to comment before the governing body considers adoption of the plan.

2.23 Subd. 5. Use of fees. Revenues from street improvement fees must be placed in
2.24 a separate account and used only for projects located within the district and identified
2.25 in the municipal street improvement plan.

2.26 Subd. 6. Collection; up to 20 years. (a) An ordinance adopted under this section
2.27 must provide for billing and payment of the fee on a monthly, quarterly, or other basis
2.28 as directed by the governing body. The governing body may collect municipal street
2.29 improvement fees within a street improvement district for a maximum of 20 years.

2.30 (b) Fees that, as of October 15 of each year, have remained unpaid for at least 30
2.31 days may be certified to the county auditor for collection as a special assessment payable
2.32 in the following calendar year against the affected property.

2.33 Subd. 7. Notice; hearings. A municipality may impose a municipal street
2.34 improvement fee by ordinance. The ordinance must not be voted on or adopted until after
2.35 a public hearing has been held on the question.

- 3.1 Subd. 8. Not exclusive means of financing improvements. The use of the
3.2 municipal street improvement fee by a municipality does not restrict the municipality from
3.3 imposing other measures to pay the costs of local street improvements or maintenance,
3.4 except that a municipality must not impose special assessments for projects funded with
3.5 street improvement fees.
- 3.6 EFFECTIVE DATE. This section is effective July 1, 2013.

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 13-36 supporting revisions to HF 684/1329 and SF 108/497 relating to the protection of water supplies and lakes in the northeast Twin Cities.

ROLL CALL:	AYES	NAYS
JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
WITHHART	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
APRIL 1, 2013
MJM/

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER

FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR

DATE: MARCH 27, 2013

SUBJ: HF 684/1329 and SF 108/497
WATER SUPPLIES AND LAKES IN NORTHEAST TWIN CITIES

DISCUSSION

Bills have been introduced this legislative session pertaining to the ongoing low water levels of White Bear Lake and surrounding northeast metropolitan lakes. These bills seek to provide funding for additional USGS study (\$500,000) and engineering analysis (\$1,000,000) of groundwater and lake level interactions. The legislation is an outgrowth of the dialog between State/Local government agencies and White Bear Lake Resident and advocacy groups that has been occurring for the past few years.

The bills, as authored and in their current form, appear to be specific to funding and scope of work pertaining to White Bear Lake. Recently, the Shoreview City Council received a request from the Turtle Lake Homeowner's Association to support amendments to the proposed legislation that would provide additional direction and funding to include activities to address similar topics for Turtle Lake.

The City and the Association have been discussing the possible causes of lower than desirable water levels of Turtle Lake in recent years. Last year the USGS observed that groundwater appropriation and municipal water utility pumping might be a significant factor for the ongoing water level concerns for White Bear Lake. However, isotope testing of Shoreview well water indicated that municipal water supply pumping didn't appear to be a significant factor for the ongoing low water levels of Turtle Lake.

HF 684 and HF 1329 were heard in the House Environment, Natural Resources and Agriculture Committee on March 19, 2013, and laid over for possible inclusion in the Clean Water Fund and Legacy bill. The companion bills were referred to the Senate Finance Committee which is scheduled to meet on April 19, 2013.

Copies of HF 684 and HF 1329 are attached for reference.

RECOMMENDATION

Resolution 13-36 supporting revisions to HF 684/1329 and SF 108/497 relating to the protection of water supplies and lakes in the northeast Twin Cities is provided for consideration.

draft

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD APRIL 1, 2013**

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on April 1, 2013, at 7:00 p.m. The following members were present:

and the following members were absent:.

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 13-36

**SUPPORTING REVISIONS TO HF 684/1329 and SF 108/497 RELATING TO
WATER SUPPLIES AND LAKES IN NORTHEAST TWIN CITIES**

WHEREAS, HF 684/1329 and SF 108/497 relating to water supplies and lakes in the northeast Twin Cities have been introduced this legislative session: and

WHEREAS, these bills seek to provide funding for additional USGS study and engineering analysis of groundwater and lake level interactions specific to the low water level concerns for White Bear Lake; and

WHEREAS, the City of Shoreview and the Turtle Lake Homeowner's Association have been meeting and jointly studying similar low water level issues for Turtle Lake over the past 3 years.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SHOREVIEW, MINNESOTA THAT the Shoreview City Council is supportive of revisions to HF 684/1329 and SF 108/497 that would direct appropriate funding and/or resources to expand the scope of the White Bear Lake water supply and lake level interaction study to include Turtle Lake in Shoreview.

The motion for the adoption of the foregoing resolution was duly seconded by Member , and upon vote being taken thereon, the following voted in favor thereof: ;

and the following voted against the same: .

WHEREUPON, said resolution was declared duly passed and adopted this 1st day of April, 2013.

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY)
)
CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 1st day of April, 2013, with the original thereof on file in my office and the same is a full, true and complete transcript there from insofar as the same relates to the support of revisions to HF 684/1329 and SF 108/497.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 2nd day of April 2013.

Terry Schwerm
City Manager

This Document can be made available
in alternative formats upon request

State of Minnesota
HOUSE OF REPRESENTATIVES
EIGHTY-EIGHTH SESSION

H. F. No. **684**

02/18/2013 Authored by Fischer, Yarusso, Dean, M.; Isaacson and Lillie
The bill was read for the first time and referred to the Committee on Environment, Natural Resources and Agriculture Finance

1.1 A bill for an act
1.2 relating to natural resources; appropriating money from the clean water fund to
1.3 protect water supplies and lakes in the northeast Twin Cities metropolitan area.

1.4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.5 Section 1. **PROTECTING WATER SUPPLIES AND LAKES IN THE**
1.6 **NORTHEAST TWIN CITIES METROPOLITAN AREA; APPROPRIATIONS.**

1.7 Subdivision 1. **Northeast metropolitan area groundwater and surface water**
1.8 **interaction; data collection and analysis.** \$500,000 in fiscal year 2014 is appropriated
1.9 from the clean water fund to the Metropolitan Council for a fiscal agreement with the United
1.10 States Geological Survey to investigate groundwater and surface water interaction in and
1.11 around White Bear Lake and surrounding northeast metropolitan lakes, including seepage
1.12 rate determinations, water quality of groundwater and surface water, isotope analyses,
1.13 lake level analyses, water balance determination, and creation of a calibrated groundwater
1.14 flow model. This is a onetime appropriation and is available until June 30, 2016.

1.15 Subd. 2. **Engineering feasibility assessment and recommendation.** \$1,000,000 in
1.16 fiscal year 2014 is appropriated from the clean water fund to the Metropolitan Council
1.17 to identify potential solutions to the issue of declining lake levels in White Bear Lake
1.18 and surrounding northeast metropolitan lakes. The council shall contract with a private
1.19 engineering firm to conduct an engineering feasibility study to identify costs and benefits,
1.20 including capital and operations and maintenance costs, technical feasibility, and financial
1.21 feasibility of potential solutions. The United States Geological Survey shall conduct
1.22 groundwater optimization modeling as part of the engineering feasibility assessment. The
1.23 engineering feasibility assessment study final product must include recommendations

- 2.1 from the private engineering firm. This is a onetime appropriation and is available until
2.2 June 30, 2016.
- 2.3 Subd. 3. **Reports.** By November 15, 2015, the Metropolitan Council shall report
2.4 on its progress to the chairs and ranking minority members of the legislative committees
2.5 with jurisdiction over environment and natural resources policy and finance and provide
2.6 a final report by July 15, 2016.

This Document can be made available
in alternative formats upon request

State of Minnesota
HOUSE OF REPRESENTATIVES
EIGHTY-EIGHTH SESSION
H. F. No. 1329

03/06/2013 Authored by Fischer

The bill was read for the first time and referred to the Committee on Environment, Natural Resources and Agriculture Finance

- 1.1 A bill for an act
1.2 relating to natural resources; appropriating money from the clean water fund to
1.3 protect water supplies and lakes in the northeast Twin Cities.
- 1.4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:
- 1.5 Section 1. PROTECTING WATER SUPPLIES AND LAKES IN THE
1.6 NORTHEAST TWIN CITIES; APPROPRIATION.
- 1.7 \$537,000 in fiscal year 2014 is appropriated from the clean water fund to the
1.8 commissioner of natural resources for a contract with the United States Geological
1.9 Survey to collect water quality and lake water outflow data to be used with optimization
1.10 techniques to determine lake water contribution to wells and optimal extraction scenarios
1.11 for municipal wells near lakes in the northeast Twin Cities. By November 15 each year
1.12 of the contract, the United States Geological Survey shall report its progress to the
1.13 commissioner of natural resources and shall provide a final report to the commissioner by
1.14 July 15, 2016. This is a onetime appropriation and is available until June 30, 2016.

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve Resolution No. 13-34 supporting a metropolitan area dedicated transit sales tax.

ROLL CALL: AYES	_____	NAYS	_____
JOHNSON	_____		_____
QUIGLEY	_____		_____
WICKSTROM	_____		_____
WITHHART	_____		_____
MARTIN	_____		_____

Regular Council Meeting
April 1, 2013

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: MARCH 28, 2013

**SUBJECT: RESOLUTION SUPPORTING A METROPOLITAN AREA DEDICATED TRANSIT SALES
TAX**

INTRODUCTION

At its March 11, 2013 workshop meeting, the City Council briefly discussed legislative proposals providing for a metropolitan area dedicated transit sales tax. The City Council generally indicated its support for such a tax and requested that a resolution supporting a dedicated transit tax be scheduled on an upcoming agenda.

BACKGROUND

At the March workshop meeting, Mayor Martin indicated that the Regional Council of Mayors (RCM), where she serves as co-chair of the group, had recently discussed the importance of a competitive regional transit system to promote economic growth in the region. The RCM believes that a complete multi-model transit system is necessary for cities to provide mobility, relieve congestion, attract new investments, and create jobs.

At the March workshop meeting, the Mayor discussed this issue with the Council and indicated that some cities were adopting resolutions in support of dedicated transit sales tax. The consensus of the Council was to support such a resolution. Attached is a copy of Resolution No. 13-34 in support of a metropolitan area dedicated transit sales tax.

RECOMMENDATION

Based on the Council's direction, it is recommended that the Council approve Resolution 13-34 supporting a metropolitan area dedicated transit sales tax.



Majority Leader Thomas Bakk
75 Rev. Dr. Martin Luther King Jr. Blvd.
Capitol, Room 226
St. Paul, MN 55155-1606

Speaker Paul Thissen
463 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd.
Saint Paul, Minnesota 55155

RE: Proposed regional sales tax for transit

Dear Majority Leader Bakk and Speaker Thissen:

Please see the attached list of members of the Regional Council of Mayors who are in support of a sales tax increase to support sustained investment to build out and operate the metropolitan region's transit system as defined by the Governor's Transportation Finance Advisory Committee.

The Regional Council of Mayors was formed in 2005 and provides a non-partisan platform focused on building action strategies to raise the region's overall economic competitiveness and quality of life.

The Regional Council of Mayors believes that the development of a competitive regional transit system is key to our region's long-term economic competitiveness and vitality. The development of a complete and multi-modal transit system is necessary for all of our communities to provide essential mobility, relieve congestion, attract new investment, and create jobs for all Minnesotans.

We represent a diverse set of municipalities from across the region, each with its own character and needs. Across that diversity, we understand that the health and prosperity of our communities is linked to that of the region. By investing in our regional transit infrastructure, the Governor's plan will help maintain our region's economic competitiveness and allow our towns and cities to thrive. Indeed, a recent study by the Itasca Project, an organization led by some of the region's leading CEOs, confirms the importance of investing in transit to the region's economy. It found that building out the region's transit network would create a return on investment of between \$6.5 and \$13.9 billion, or between 7.8% and 20.9%.

We believe the Governor's proposal represents an opportunity that our region cannot afford to pass up. We urge you to join us in supporting that proposal to help fund the investments that our region needs to thrive.

Cc: Representative Hornstein, Representative Erhardt, Senator Dibble

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD APRIL 1, 2013**

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on April 1, 2013, at 7:00 p.m. The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 13-34

**RESOLUTION IN SUPPORT OF A
METROPOLITAN AREA DEDICATED TRANSIT SALES TAX**

WHEREAS, the Seven County Metropolitan Area ("Metro") is the economic engine for the State of Minnesota producing approximately 75% of the state's domestic gross product; and

WHEREAS, the Metro is expected to grow by approximately 600,000 people by 2030; and

WHEREAS, the Metro has been working diligently to grow, retain and attract jobs for our state economy; and

WHEREAS, an effective and efficient transportation system is critical to be able to economically compete with other regions in the country and to attract new companies and employees to our Metro region; and

WHEREAS, an effective and efficient transit system relieves congestion for highway and roadway users, attracts new economic investments, provides an essential mobility infrastructure for workers, businesses and students; and

WHEREAS, approximately 79% of Minnesotans believe our state would benefit from having an expanded and improved public transit system; and 65% of Minnesotans support an increase in the Metro area sales tax to fund transit.

NOW, THEREFORE, THE CITY COUNCIL of the City of Shoreview does hereby encourage all Minnesota legislators to support the passage of a bill providing for a Metro wide increase in the sales tax in order to create a reliable and sufficient transit funding source that not only keeps the Twin Cities Metropolitan Region highly competitive with other regions but helps

Minnesota create a world class transportation system that will allow our state to compete more effectively on a global scale and reach our full economic development potential.

The motion for the adoption of the foregoing resolution was duly seconded by Member and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 1st day of April, 2013.

STATE OF MINNESOTA)

COUNTY OF RAMSEY)

CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 1st day of April, 2013, with the original thereof on file in my office and the same is a full, true and complete transcript.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 2nd day of April 2013.

Terry Schwerm, City Manager

SEAL